

## DOCUMENT RESUME

ED 313 036

IR 052 838

AUTHOR House, Connie  
TITLE National Institute on Library Service to Jail  
Populations. Final Report.  
INSTITUTION Association of Specialized and Cooperative Library  
Agencies, Chicago, IL.  
SPONS AGENCY Office of Libraries and Learning Technologies (ED),  
Washington, DC.  
PUB DATE Aug 80  
GRANT G007900216  
NOTE 116p.  
PUB TYPE Reports - Evaluative/Feasibility (142) --  
Tests/Evaluation Instruments (160)  
  
EDRS PRICE MF01/PC05 Plus Postage.  
DESCRIPTORS Federal Programs; \*Library Services; \*Prison  
Libraries; Program Evaluation; Questionnaires;  
\*Workshops

## ABSTRACT

This final report of the National Institute on Library Service to Jail Populations begins with a discussion of project implementation related to objectives and procedures, the project planning committee, publicity and promotion, and other significant features and activities. The impact of the project and possible future activities are considered. The evaluator's report, which includes the following areas, is then presented: project objectives; a pre-questionnaire sent to institute participants; program content/workshop design; follow-up questionnaires; and recommendations for future activities. Appended materials, which make up the greater part of this report, include: (1) a directory of institute participants; (2) a directory of trainers and resource people; (3) a copy of the institute program; (4) a directory of institute exhibitors; (5) public relations materials and activities; (6) a directory of planning committee members; (7) preliminary information on applicants, training objectives, training design, and participant selection criteria; (8) an advisory group directory; (9) evaluation forms; (10) a plan of service form; and (11) the table of contents of "Workshops for Jail Library Service: A Planning Manual." (MES)

\*\*\*\*\*  
\* Reproductions supplied by EDRS are the best that can be made \*  
\* from the original document. \*  
\*\*\*\*\*

U. S. DEPARTMENT OF EDUCATION  
Office of Educational Research and Improvement  
EDUCATIONAL RESOURCES INFORMATION  
CENTER (ERIC)

\* This document has been reproduced as  
received from the person or organization  
originating it.  
† Minor changes have been made to improve  
reproduction quality.

• Points of view or opinions stated in this docu-  
ment do not necessarily represent official  
OERI position or policy.

MS Bowe

**Final Report**

**Project No. 468AH90036  
Grant No. G007900216**

**Donna House, Project Director  
Gary D'Donnell, Project Evaluator  
Ruth M. Cooper, Project Coordinator  
American Library Association  
Association of Specialized and  
Cooperative Library Agencies  
10 West Huron Street  
Chicago, IL 60611**

**NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS**

**August 1980  
Library Training Program  
Higher Education Act, Title II-B**

**U. S. DEPARTMENT OF EDUCATION**

**Office of Libraries and Learning Technologies**



**BEST COPY AVAILABLE**

## CONTENTS

Introduction.....	1
Project Implementation.....	4
Objectives & Summary of Procedures.....	4
Project Planning Committee.....	8
Publicity and Promotion.....	9
Other Significant Features and Activities.....	9
Conclusion.....	11
Impact.....	11
Future Activities.....	11
Evaluator's Report (Peggy O'Donnell).....	12
Evaluation Process.....	12
Project Objectives.....	12
Prequestionnaire/Audience.....	14
Program Content - Workshop Design.....	15
What Participants Did With the Training.....	21
"Workshops for Jail Library Service: A Planning Manual" .....	24
Summation and Recommendations for Future Activities Based on the Institute Training.....	24
Appendices	
Appendix A. Institute Participants.....	26
Appendix B. Trainers and Resource People.....	41
Appendix C. Institute Program.....	45
Appendix D. Institute Exhibitors.....	51
Appendix E. Public Information Activities.....	52
Appendix F. Planning Committee.....	74
Appendix G. Applications and Revised Training Design.....	78
Appendix H. Advisory Group.....	93
Appendix I. Evaluation Forms.....	97
Appendix J. "Plan of Service" Form.....	109
Appendix K. "Contents": <u>Workshops for Jail Library Service: A Planning Manual</u> .....	111

## INTRODUCTION

Inmates in jails and detention facilities need a variety of community and library services to assist them during their jail sentence and to prepare them to cope with reentry into the community. Yet only about 10% receive any such services beyond religious and recreational ones, according to the 1977 Jail Survey published by CONTACT, Inc.<sup>1</sup>

The organization and funding of jails create a unique correctional situation with a unique set of problems. Prisons are correctional facilities which house inmates with long-term sentences and are typically supported and operated by state and federal agencies.<sup>2</sup> In contrast, jails "...are typically under the jurisdiction of the county government. In most instances the local area has neither the necessary tax base from which to finance a jail adequately or sufficient size to justify even the most rudimentary correctional program. Local control inevitably means involvement with local politics. Jails are left in a paradoxical situation: localities cling tenaciously to them but are unwilling or unable to meet even minimal standards."<sup>3</sup>

In early data collected during 1976-77 for the Survey of Library Services In Local Correctional Institutions, only 515 public libraries reported providing any type of library service to 721 jails.<sup>4</sup> Moreover, many librarians and jail personnel do not fully understand the importance of jail library services and do not have the opportunity for adequate training to develop and implement effective and cooperative plans of service to meet inmate needs.

In 1976, these needs for better planning and implementation of jail library services led the Council of the American Library Association to pass a resolution recognizing the right of inmates in local institutions to receive library services from the local public library. The resolution charged the Health and Rehabilitative Library Services Division (now the Association of Specialized and Cooperative Library Agencies) with responsibility for designing a plan to assist public libraries in extending their services to local jails and detention facilities. The resolution reads as follows:

*WHEREAS, most people, youth and adults alike, confined in local jails and detention facilities are without library and information services,*

*WHEREAS, people confined in such facilities reside within the taxing district of the local public library or system,*

*WHEREAS, public libraries and systems are responsible for providing library and information services to all persons living within their taxing areas,*

*THEREFORE, BE IT RESOLVED THAT ALA encourage public libraries and systems to make a concerted effort to extend their services to residents of jails and detention facilities within their taxing areas, and*

THEREFORE BE IT FURTHER RESOLVED THAT ALA, through the Health and Rehabilitative Services Division (HRLSD), with the cooperation of the Public Library Association (PLA), American Library Trustee Association (ALTA), and other interested divisions, design a plan to assist public libraries in extending their services to local jails and detention facilities.

Adopted by the Council of the  
American Library Association

January 21, 1976

To carry out this charge, the Association of Specialized and Cooperative Library Agencies/Library Service to Prisoners Section (ASCLA/LSPS) decided to develop a training program with accompanying training materials. Proposals for the project were written and submitted to the Library Training Program of the Higher Education Act, Title II-B (HEA II-B) for the training component and to the Research and Demonstration Program of HEA II-B for the materials development. In June, 1979, both projects were funded and initiated. The total budget for the training component was \$70,000; for the materials development component, \$41,000.

Co-sponsored by the National Jail Association, the American Correctional Association, the National Sheriffs Association, the Fortune Society, and the Texas Criminal Justice Center, the joint projects had the following purposes: to make staff in librarianship, corrections, and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel with today's evolving correctional philosophy; to increase support for public library involvement in jail programs; to improve the ability of librarians to plan and provide services in cooperation with jail managers and jail staff; to provide qualified trainers in the area of jail library service; to increase the number of jail inmates receiving library services; and to expand and improve the library services currently being offered in local jails.

The training project, "National Institute on Service to Jail Populations," had three primary objectives. Briefly stated they were:

1. To hold a three-day national institute on library service to jail populations in March, 1980.
2. To develop a Trainers' Guide for Planning and Conducting State and Regional Workshops to assist people who wish to do follow-up workshops on service to jails.
3. To present programs and have booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association.

Other products of the training project were to be (1) resource file of persons and groups who could serve as subject specialists and speakers at the national conference and for state and regional replication workshops and also as consultants or as sources of information for local public libraries and jails, and (2) articles describing the project and providing information about starting jail library service for publication in corrections and library professional journals.

The companion project, "Curriculum Materials for Library Service to Jail Populations," focused on the development of a guide to provide a step-by-step process for implementing local jail library services. The guide was to be designed for use as a basic curriculum for the national and state conferences and as a step-by-step process for implementing local jail library services for individuals who were unable to attend workshops and conference.

#### References

1. CONTACT, Inc. 1977 Jail Survey. Lincoln, NE: CONTACT, Inc., 1978. 4 vols.
2. SEARCH Group, Inc. Dictionary of Criminal Justice Data Terminology. GPO, 1976. (Prepared for the U. S. Law Enforcement Assistance Administration.)
3. U. S. National Advisory Commission on Criminal Justice Standards and Goals. Corrections. GPO, 1973.
4. Survey of Library Service in Local Correctional Facilities. Compiled and edited by the Library Services to Prisoners Section. Association of Specialized and Cooperative Library Agencies, 1980.

## PROJECT IMPLEMENTATION

### OBJECTIVES & SUMMARY OF PROCEDURES

Listed below are the objectives of the project with a statement summarizing the activities carried out during the project.

- 1.0 *The three-day National Institute on Library Service to Jail Populations will train 100 library and correctional staffs from 25 states; at least 20% of the participants will be nonlibrarians.*

The National Institute was held in Huntsville, Texas, on March 9-12, 1980, at the Texas Criminal Justice Center, Sam Houston State University, Huntsville, Texas. One hundred and one participants came from thirty-six states and the Virgin Islands. Twenty-three participants were correctional personnel. There were over thirty trainers, resource people, and staff in Huntsville. (See Appendix A for the institute participants; Appendix B for the trainers and resource people.)

Major purposes of the National Conference stated in the original proposal were as follows:

- 1.0 *To provide basic information on the current status of jail library services, model jail library projects, funding sources, and needs of jail populations from the perspectives of librarians, correctional personnel, and formal inmates.*
- 1.2 *To provide training in planning, implementing, and evaluating jail library services at the state and local levels, with attention to joint planning of services by correctional and library personnel and inmates, inmate needs, service options, needed policies, budget, and coordination of services with existing library, jail and community resources.*
- 1.3 *To provide basic information on developing local jail library services through instructing participants in the use of the Jail Library Services Planning and Implementation Guide, which will be written for the conference if the companion proposal is funded.*
- 1.4 *To provide consultation and technical assistance to participants in the design of local plans of jail library service or in the development of state planning efforts.*
- 1.5 *To provide a chance for communication at the national level among correctional and library planners, consultants, trainers, representatives of funding sources, practitioners, and inmates.*
- 1.6 *To identify participants' needs for additional information, consultation, and training, so at least 50% of the participants will receive additional materials or information after the conference from project staff or other appropriate groups or individuals.*

- 1.7 To identify at least eight states or regions that are interested in holding follow-up state or regional conferences.
- 1.8 To encourage a positive attitude toward and continued interest in jail library service, so that each participant will indicate one thing s/he will do after the conference to initiate or expand this service.

The application process for the National Institute brought in 170 requests to attend. Each request was accompanied by a "letter of intent" outlining applicants' expectations and training needs. The needs statements and outline of their experience in jail library service indicated that the audience for this institute was more experienced and sophisticated than had been anticipated. The original target audience and training design were developed for librarians and correctional personnel with no experience in jail library services. This change in audience meant that the training design and objectives had to be revised in late January and early February. (See Appendix G.)

The Project Director used three approaches in the revised training design to accommodate the new audience. One method was the presentation of more detailed information on possible services and programs for expansion of existing services. The second was the inclusion of more detail on current trends and issues. The final change was the use of more sophisticated handout materials to supplement the Jail Library Services Planning and Implementation Guide. Relevant handouts were used to complement each information session.

The training program that resulted was a very full schedule of alternating information sessions with small group work using the information gained in previous sessions. (See Appendix C for the institute program.) Reviews and comments received by the Project Director prior to May 31, 1980, indicated that the program was highly successful in meeting the needs of participants, trainers, and resource people. Criticism received by the Project Director centered around two aspects: the schedule was too full, and the institute should have lasted additional days.

The institute provided basic information on the current status of jail library services, model jail library projects, funding sources, and needs of jail populations from the perspectives of librarians, correctional personnel, and inmates. Other topics covered included planning, implementing, and evaluating jail library services at the state and local level, with attention to joint planning of services by correctional library personnel and inmates; inmate needs; service options; policies; budget; and coordination of services with existing library, jail, and community resources.

Participants were provided with basic information on developing local jail library services through instruction in the use of the working draft of the Jail Library Services Planning and Implementation Guide, a product of the companion project. Through the group work, participants were provided with consultation and technical assistance in the design of local plans of service and in the development of state planning efforts. Inherent in the program was an opportunity for communication at the national level among correctional planners, consultants, trainers, representatives of funding sources, and practitioners.

The small groups for work sessions were assigned by the Small Group Coordinator, Facilitators, and Project Director. The assignments were based as closely as possible on institution average daily population. Each group was assigned one or two correctional and/or library consultants who work with all facilities in their respective states. The group work focused on individual action planning for participants' own facilities. On the last day of the training program, small groups were reassigned regionally so participants and trainers could begin plans for follow-up workshops based on the National Institute.

The participants' responses on the first daily reaction form prompted a revision of the second day's schedule. To accommodate the criticisms of the tight schedule, the second afternoon of small group work was modified by assigning key resource people to certain locations for question and answer sessions.

The use of inmates in the group work proved to be unsuccessful. Because only three inmates were available from the Texas Department of Corrections, some of the groups did not have the opportunity to complete the planned work with inmate library patrons.

The commercial exhibits of materials for correctional libraries were received favorably by participants and trainers. The project office also had displays of state and national resource materials and participants' program materials. (See Appendix D for institute exhibits.)

The ongoing communication between project staff, the Association of Specialized and Cooperative Agencies, trainers, and resource people will be one of the ways in which participants' needs for additional information, consultation, and training will be met. The National Institute was the beginning point for a network of people interested in jail library service. Future activities and communication will be a reflection of this new network. Reflecting this new communication, informal gatherings were planned for both the American Library Association Annual Conference and for the conference of the American Correctional Association.

By late July, 1980, workshops were planned for Florida, Wisconsin, Virginia, California, Oregon, Maryland, and New Jersey. Mississippi participants were discussing the possibility of additional activities, and a program on jail library service was scheduled for the Pacific Northwest Library Association meeting in August.

Participants in the institute developed action plans. More information about these plans and about actual follow-up is included in the evaluation section of this report.

- 2.0 *The Trainers' Guide for Planning and Conducting State and Regional Workshops will be developed and field tested with fifty library or correctional trainers; 75% of the recipients will complete a written evaluation of the manual.*

The first draft of the "trainers' manual" was completed in October, 1979. This draft was reviewed by various people. After consultation between the Project Director, the author, and the Project Evaluator, the schedule for completion of the trainers' manual was revised. Rather than producing a draft prior to the institute in March, the author developed a preliminary draft for discussion at the January, 1980, meeting of the Planning Committee. However, the major work on the trainers' manual was done after the National Institute. In this way, information and experiences from the institute could be included in the document. In addition, the design of the manual included not only information about the institute but also information about other training design options that might be appropriate for other situations.

The working draft of the trainers' manual was submitted on April 15. The manual was sent to a number of people for review: participants, library and jail trainers, the Planning Committee, and selected Advisory Group members. The deadline for comments was May 31, 1980. After comments were received, the author revised the manual. The final draft was submitted in early July with the title Workshops for Jail Library Service: A Planning Manual.

- 3.0 *Programs and booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association will reach an estimated 500 persons at each conference to increase correctional personnel's awareness of jail library services and to publicize the national conference.*

The Project Director attended the Annual Congress of the American Correctional Association and the National Jail Association. The Texas Criminal Justice Center and the National Jail Association both shared booth space for the dissemination of information about the project. In addition, thirty-three congress speakers and moderators were given prepared announcements describing the project to present during major programs.

Two other products were outlined in the original project proposal. The first was a resource file of persons and groups to serve as subject specialists and speakers at the national conference and for state and regional replication workshops and as consultants or resource people for local public libraries and jails. The Project Director developed a card file with names and addresses under the following categories: institute participants; institute trainers and resource people; institute applicants not attending; state library agency institutional consultants; curriculum guide reviewers; people who requested information about the project; national organizations; project planning committee; project advisory group; criminal justice planning agencies; miscellaneous library and correctional personnel; state sheriffs associations; criminal justice schools; library schools accredited by the American Library Association; members of the ASCLA Library Service to Prisoners Section; American Correctional Association affiliates; general corrections personnel; and state jail inspection personnel. The file is housed in the ASCLA office at the American Library Association headquarters.

The second set of products was to be articles describing the project and providing information on how to start jail library service. The proposed articles were to be published in journals in the corrections field as well as in librarianship. Two journal articles were written and submitted to various journals; however, they were not published. The Project Director and the keynote speaker from the National Institute developed an article that was submitted to Library Journal but not published. A special issue of the Florida State Library publication Keystone was devoted to the institute, with articles written by various participants from the state. In addition, a brief article on the institute was published in a recent issue of West Virginia Libraries.

### PROJECT PLANNING COMMITTEE

The first task accomplished in the early stages of the project was the appointment of the Planning Committee, completed in May, 1979. This Committee was the official planning group charged with setting the overall direction of the project and reviewing the materials for both the training project and the companion project funded by the HEA II-B Research and Demonstration Program.

The committee included representatives from the library community as well as from the corrections field. There were five representatives from the co-sponsoring organizations, one ex-offender, seven librarians, three curriculum guide consultants, the staff of Dimensions (authors of the curriculum guide), two project evaluators, and the project staff. (See Appendix F for Planning Committee.)

The initial Planning Committee meeting was held in Dallas, Texas, on June 21-22, 1979. Both project components were discussed. Specific planning for the training component included: a draft of the criteria for participant selection for the institute, identification of resource speakers and small group facilitators, plans for dissemination activities at the American Correctional Association/National Jail Association Congress, and detailed discussion of other aspects for the project (*i.e.*, target audience for the institute, use of ex-offenders in the project, and publicity dissemination).

The second meeting of the Planning Committee was held January 17-18, 1980, in Chicago, Illinois. During this meeting, the Project Director reported on plans for the March training institute. At this time, the Director presented an overview of participants' expectations and the resulting revision in the training objectives and design. The Planning Committee approved the revisions. The Director also presented a list of the 170 applicants for the March institute. The Planning Committee spent time reviewing the list of applicants, completing partial selection and giving the project staff guidelines to use in the determination of the final list of participants. After much discussion, the Planning Committee authorized the Project Director to invite 120 people to the Institute in Huntsville. The original proposal had set a limit of 150 participants. However, following negotiations with the staff at the U. S. Department of Education, the number of participants was reduced to 100 to meet the restrictions of the reduced budget. (See Appendix G for a profile of applicants, needs and expectations of applicants, revised training objectives and training design, and criteria for selection.)

Throughout the project year, the Planning Committee was kept informed about project activities and was involved in decision-making.

### PUBLICITY AND PROMOTION

There were a number of successful activities designed to disseminate information about the project. The first was the distribution of a flyer at the 1979 Annual Conference of the American Library Association. During the June, 1979 conference, announcements about the project were made at a number of meetings and programs.

In addition to the Project Director's attendance at the Congress of the American Correctional Association, a "Conference Attendance Kit" was prepared for members of the Planning Committee and the Advisory Group as well as other interested people. Project information was distributed at a total of eight library meetings and eight correctional meetings.

In July and November, news releases were prepared by the ALA Public Information Office and distributed through normal ALA channels as well as to criminal justice periodicals and organizations. Numerous periodicals in both fields published information on the project.

In late October the brochure outlining the details of the institute with an application blank was distributed by the project office and by some state library agencies. The final deadline for receipt of applications and letters of intent was January 11, 1980.

The project was highlighted in the 1979 Annual Report of the Executive Director of the American Library Association and in the 1980 ALA membership brochure. In addition, plans are being made to include an article on correctional library service in the 1981 ALA Yearbook.

As mentioned before, articles about the institute have been written by various participants and continue to appear in state and regional library association journals. A brief announcement describing the project products has been prepared and will be distributed at a program on jail library service at the Pacific Northwest Library Association and at the 1980 American Correctional Association Congress. Initial plans have been made for development and distribution of a popular version of the project reports.

Appendix E contains more details on public information activities.

### OTHER SIGNIFICANT FEATURES AND ACTIVITIES

There have been several aspects of this project which were not in the goals and objectives of the original application:

1. The Advisory Group was a valuable asset to both components of the project. They reviewed the curriculum guide and wrote journal articles on correctional library programs. Some paid their own expenses to attend the March institute so that they could participate as resource people. Both the Advisory Group and members of the ASCLA Library Service to Prisoners Section

were invaluable in the project. The volunteer effort that supported the total Improving Jail Library Service Project was an essential element in its success. (See Appendix H)

2. The Project Planning Committee recommended a set of internal criteria for participant selection. In this criteria, teams of correctional personnel and librarians were given first priority in the selection process. The team approach helped to promote the concept of joint planning of jail library service as well as to ensure implementation of programs after the institute.
3. As a result of the cooperation established between the library and correctional field, the Project Director was asked to participate in the following correctional activities: Ninth Annual Texas Jail Administration Conference; American Correctional Association Task Force for the Revision of Adult Correctional Institution Standards; and the National Institute of Corrections Public Hearings. In addition, the project office was contacted for technical assistance by many agencies and organizations involved in criminal justice projects.
4. Some state library agencies financed participants' travel expenses to the institute. Three agencies provided financial support with the understanding that the participants would disseminate the information gained through statewide workshops (Florida, Nebraska, Virginia). Other state libraries assisted by supplying information and materials for the institute and by promoting the institute.

## CONCLUSION

### IMPACT

The total impact of the year-long project is hard to measure. It seems safe to say that both librarians and correctional personnel are more aware that library service is an important component of the total jail program. Through the institute and products of both projects, people have been involved in learning more about this aspect of library service. In addition, the many people reached by the broad dissemination of information about the project have at least been introduced to the concept. Finally, members of the American Library Association as well as the ALA staff have been touched by the project and its results.

One of the most important aspects of the project was the cooperation between librarians and correctional personnel from the co-sponsoring agencies as well as from the National Institute of Corrections. The increased communication and understanding created by the interaction between the two groups should have an impact on jail library service.

### FUTURE ACTIVITIES

Plans are underway to publish Workshops for Jail Library Service: A Planning Manual, as well as the product of the companion project, The Jail Library: A Guide for Planning and Improving Services. ALA Publishing Services will be responsible for the final editing, production, and marketing of both products. This effort is important in the continuity of the project.

In addition, plans are being discussed for future activities, including the distribution of information summarizing the accomplishment of the projects. As mentioned before, follow-up activities are being planned in the form of workshops, conference programs, and publications.

The original proposal envisioned a multi-year project with a much broader impact. The members of the Association of Specialized and Cooperative Library Agencies are searching for ways to support and carry out future activities based on the original plans. Future activities will be built on the foundation created by the activities during the past year.

## National Conference on Library Service to Jails Project

### Evaluator's Report

#### I. The Evaluation Process

The jail project was evaluated in several ways. The various components--the planning process, the training institute, the training manual--were reviewed, and data was gathered from participants and resource people on each of them. In addition, the impact of the institute on the participants was assessed through the use of a followup questionnaire sent three months after the Huntsville meeting.

A variety of techniques was used by the evaluator. These included observation of the planning meetings and the institute, interviews with the planners, resource people and some of the participants. Several forms were distributed. These included a prequestionnaire, short reactionnaires used during the institute, final evaluation questionnaires and a follow up questionnaire. (Samples will be found in the Appendix) These were used to assess the participants' level of expertise, their comments on the training design and the impact of the training on their programs of service.

In addition, a special evaluator, Carmela Ruby of the California State Library, attended the institute as an outside observer. Her comments were incorporated into this report.

#### II. The Project Objectives

The overall objectives of the project were reviewed using the data available. The evaluator's comments follow each objective.

##### Overall Objectives

- 1.0 The three-day National Conference on Library Service to Jail Populations will train 150 library and correctional staffs from 25 states; at least 20% of the participants will be nonlibrarians. Major purposes of the national conference are as follows:

During grant negotiations this number was reduced to 100. Of the 101 people who attended, 23 (23%) were from the correctional field. Participants came from 36 states and the Virgin Islands.

- 1.1 To provide basic information on the current status of jail library services, model jail library projects, funding sources, and needs of jail populations from the perspectives of librarians, correctional personnel, and formal inmates.

This objective was very well covered from the librarian's perspective. The evaluation forms showed that it was less well met from the correctional point of view. The institute was least successful in covering the inmate perspective.

- 1.2 To provide training in planning, implementing, and evaluating jail library services at the state and local levels, with attention to joint planning of services by correctional and library personnel and inmates, inmate needs, service options, needed policies, budget, and coordination of services with existing library jail and community resources.

The information needed to follow this planning process was covered in detail. However, since the activities of the small groups varied widely the participants reported different levels of success in producing plans. In addition, only 45% of the participants reported actual plans being used on the job.

- 1.3 To provide basic information on developing local jail library services through instructing participants in the use of the Jail Library Services Planning and Implementation Guide, which will be written for the conference if the companion proposal is funded.

The guide was completed and distributed but because of time pressures and the need to revise the training outline due to the participants' level of expertise, it was not an integral part of the training institute.

- 1.4 To provide consultation and technical assistance to participants in the design of local plans of jail library service or in the development of state planning efforts.
- 1.5 To provide a chance for communication at the national level among correctional and library planners, consultants, trainers, representatives of funding sources, practitioners, and inmates.

The opportunity for both of these objectives existed but due to the tight scheduling of the training, only some participants were able to interact with resource people. However, there is no question that the resource people expressed willingness to help. It is possible that informal contacts have been made since the institute though there is no data to support this.

- 1.6 To identify participants' needs for additional information, consultation, and training, so at least 50% of the participants will receive additional materials of information after the conference from project staff or other appropriate groups or individuals.

Though the project director has a file of letters from participants, there is no way to document this objective.

- 1.7 To identify at least eight states or regions that are interested in holding follow-up state or regional conferences.

Both the project director's reports and the followup questionnaires show that the number of spin off conferences will exceed the eight projected conferences.

- 1.8 To encourage a positive attitude toward and continued interest in jail library service, so that each participant will indicate one thing s/he will do after the conference to initiate or expand this service.

The final evaluations reflect a strong interest and commitment on the part of participants. Question 3 on the form asked each person to describe what s/he would do first when back on the job. All participants indicated some course of action. (See p.9 for completed response.) In addition, 90% of the people who completed a followup questionnaire had implemented some kind of service.

- 2.0 The Trainers' Guide for Planning and Conducting State and Regional Workshops will be developed and field tested with fifty library or correctional trainers; 75% of the recipients will complete a written evaluation of the manual.

This guide was sent to 50 reviewers. There was no time to field test it but 92% of the reviewers sent suggestions for revision.

- 3.0 Programs and booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association will reach an estimated 500 persons at each conference to increase correctional personnel's awareness of jail library services and to publicize the national conference.

The project director attended these and other conferences but it is impossible to determine the number of people reached.

### III. Prequestionnaire/Audience

The participants at the institute came from all over the United States. A total of 101 people attended. 64 of these made up 24 teams of librarians and correctional people. The participants were sent a pre questionnaire to help determine their expectations of the training and their previous knowledge of jail librarianship. 78 were returned--48 from librarians, 23 from correctional personnel, and 7 were representatives from other agencies. 62 of the respondents were currently involved in some library service to jails.

Asked to list types of services offered, the surveys showed that 57 offered access to materials, 45 provided reference service, 31 inter-library loan, 24 offered at least some type of legal reference, 17 educational programs, 15 special programs (films, discussion groups), and 7 had re-entry programs. Other services mentioned included copying of legal material, literacy programs, and provision of games.

When asked to comment on what was the greatest barrier to service, 21 responded poor funding, while 20 cited lack of cooperation with jail administration. This was followed by lack of space (16) and inadequate materials (15). Other problems mentioned were lack of staff and loss or mutilation of materials.

When asked what they hoped to gain at the institute, most people referred to interchange with other participants and a sharing of experiences as well as guidelines for either initiating jail service or improving and expanding existing service. Specific topics that they hoped to receive information on included (in order of importance): sources of funding, material selection, techniques for working with jail staff, legal services and needs assessment.

Most of the participants indicated they would share the information and materials with other librarians and some said they hoped to sponsor workshops based on the institute content.

#### IV. Program Content - Workshop Design

The following comments about the training objectives and the design of the workshop were prepared after a review of the questionnaires (daily and final followup) filled out by the participants, the observations of the two evaluators, informal interviews with both planners and a followup questionnaire filled out by the facilitators and resource people.

##### A. Revised Training Objectives

After participation in the three-day National Institute on Library Service to Jail Populations, the library and correctional participants will be able to:

- I. identify the pros and cons of various service options for expanding their programs based on the needs within the facility and the resources available to them.

The training design included a great deal of information on service options and the various evaluation forms indicated that a number of participants were planning to add new services. Comments showed that the correctional people in particular were made aware of the wide range of programs possible.

- A. cite people, organizations or agencies they can contact for assistance in expanding their services.

1. cite at least two resources, other than participants, from whom they can request technical assistance.

The roster of speakers plus the various handouts ensured the participants access to a great many resources.

2. discuss other participants' programs and the possibility of incorporating similar programs into their own.

There was no formal opportunity for this though it's likely that this information was shared informally--though there was very little time for participant interchange. The evaluator can not really determine if this objective was met but approximately 40% of the participants said they didn't have time to interact with others.

- B. plan services to assist the facility in the application of state and national jail standards.

There were two presentations on standards and how they could be used in promoting library service to correctional officials, but response forms indicated participants needed more information on standards. It is not clear that all participants saw that standards could be used to sell library service to jail administrators.

- C. select a variety of formats of materials to better meet the needs and interests of inmates, and discuss the pros and cons of each.
- D. identify various methods of delivery for their services taking into account the defined barriers and limitations of their facilities.

Less emphasis was put on these two objectives--presumably because of the Jail Library Service Planning and Implementation Guide--which all participants had covered it in detail.

- E. identify techniques for assessing the library needs and interests of inmates and staff on a continuing basis.

Though this was covered in training, a number of participants stated they needed more information on this topic. Unfortunately the workshop session with the inmates (see p. 9 ) was not very successful and made it difficult for the participants to design a plan of service.

- II. discuss techniques in solving or preventing internal problems created by lack of cooperation, interest and understanding from correctional staff (for librarian) or from librarians (for correctional staff) or from inmates (for both).

- A. discuss service possibilities for supporting the various components within their facilities.

- B. engage effectively in group communication, planning and problem solving that includes correctional staff, librarians and inmates.

The respondents felt this was the most important topic covered during training. 42% viewed the information gained as very useful and 22% rated it useful.

III. discuss methods of obtaining public support of jail programs.

Comments from the participants show that this topic was not as adequately covered as the others. But participants also felt this was less important to their service than the other material covered at the institute.

- IV. cite sources of funds on the local, state, national level that might be used to initiate or expand jail library service, and identify who they could contact about the availability of funds.

Approximately 1/5 of the participants said this session on funding was the most useful. An equal number praised Gary Hill's presentation which dealt with fundraising in the community. Overall, half of the participants felt the coverage had been useful. Only 10% felt it was only somewhat helpful.

B. The Institute

The institute activities were observed by both evaluators and evaluated by the participants through daily reactionnaires and a final evaluation form and by the resource people and facilitators through a followup questionnaire. The observations of the evaluators were confirmed by the data gathered.

1. Evaluators' Observations

The major problem was lack of time. Though it's true most people have difficulty being away from their jobs for a week, it would have been better to expand this to a five day workshop. The very real desire on the part of planners and staff to give the participants all possible information left little time for small group work, interaction among participants and resource people and for quiet time for the development of a specific work plan to be used to initiate library service to jails. Comments, written and spoken, indicated that they wanted all of the above and felt the schedule was too tight to truly allow for this.

The major weakness of the institute was the attempt to combine two types of workshops in one. On the one hand, the complete coverage of content through lengthy speeches and panel presentations, and on the other, the

attempt to simulate through small group work the planning process necessary to design and implement jail services, and give participants some skills in the group process. The two components were never satisfactorily resolved. The result was two separate efforts competing for the attention of the participants. The interactive planning aspect suffered the most but participants' frustrations also worked against the other.

The major strength was the ability of the resource people, facilitators and participants to work with the problem and still provide a satisfactory experience for most of the people there. A revision of the design on the second day did free some time for informal discussion with some of the resource people.

## 2. Questionnaire Data

Daily reaction forms were distributed at the conclusion of the program on Monday and Tuesday. These were used to assess the participants' immediate reaction to the day's activities. By the end of Monday, it was obvious there was a high degree of frustration with the extremely tight scheduling and the heavy use of the lecture format. There was little time for questions and no time for participants to talk to each other or to the resource people. There were also many comments that, though the speakers were obviously knowledgeable, they were not equally able to present their material in an articulate manner. There was a feeling of too much material too fast--with little time to absorb and respond to it. The participants requested that there be more time to talk informally with the resource people and each other. The institute planners responded by revising the schedule to include small group discussions with the resource people. These were very well received by the participants and Tuesday's reaction forms reflected this. Many participants made a point of thanking the planners for the change. This restructuring was also referred to on both the final questionnaires and the followup forms.

The small group activities with the facilitators varied in effectiveness. Some groups worked and others didn't. They had been divided by size of population served. Some reflected a feeling of being "stuck" with their group. Even the participants who enjoyed the small group work, however, had some difficulty in working on the task of developing an action plan. They felt both the time pressure and the difficulty of shifting gears from the lecture session to planning. This was more of a problem to those who attended as individuals and to those who had no experience with jail service. Most team members were able to build a service plan on their existing service or to discuss what they would do back on the job.

By the end of the institute, most of the participants were satisfied with the content, though less pleased with their planning effort. Not all participants were able to prepare a plan of service (see p. 12). There were also quite a few recommendations that, if the institute were repeated, it should be extended by at least one day--and many felt a week long institute would be better.

The Final Evaluation - A Summary (see appendix for sample form)

According to the response, 75% of the participants had some experience with library service to jails while 25% had none. When asked if the institute had met their expectations, 12% said completely ("It exceeded my expectations"), 68% said to a great extent, and only 18% said in part. Though over 1/2 of the participants felt that the institute was the right length, some of these people commented they wished they had more time but weren't sure they could have been away from their jobs for a longer period of time. 36% felt it was too short and should have been extended by at least another day. Many recommended a week long conference. Only 4 respondents thought the program was too long.

The respondents felt that all topics covered were necessary but several mentioned they needed more information on legal services and about 10% felt there had not been enough information on material selection and censorship and 10% felt that techniques for working with jail staff were not covered sufficiently.

When the participants were asked to rank the training topics in order, they fell into the following order:

- |   |   |     |
|---|---|-----|
| 1 | Gaining the support and cooperation of others (Jail personnel, inmates, program staff, etc.). | 63% |
| 2 | Sources of funds and technical assistance.  | 61% |
| 3 | Determining the interest level and information needs of the jail population.                  | 51% |
| 4 | Planning and implementing a program of service.   | 40% |
| 5 | Selection of materials and formats.   | 40% |
| 6 | Service options for jail service.   | 40% |
| 7 | Publicizing service to inmates, staff and the community.                                      | 43% |

They were also asked to comment on how well each topic was covered. The percentage listed after each topic reflects the % of the participants who felt coverage had been good.

The participants were asked how the institute design might be revised. Most had no suggestions but a significant number suggested more time and a better scheduling of the time available for social interaction and consultation for resource people.

16% felt there had been too many speakers and several people suggested that only articulate, interesting speakers be used and the other resource people should act as consultants. Though approximately 25% of the respondents felt they didn't have enough time with the resource people, praise for their knowledge and willingness to help was high.

Throughout the various questions on the final form, the lack of time--to discuss with others, to consult with experts and just to review and think--was documented. This was the most severe criticism and one that, according to several respondents, could have been corrected by a better use of time available.

The only other area that met with mixed reactions was the small group work. 33% felt it was good but several others commented it was a good idea that didn't work. The reasons cited were lack of time, poor understanding of the group task, lack of group interaction, and poor facilitators. There was a sense that the small group work somehow didn't relate to the cognitive content of the institute.

However, there is no question that overall the participants were pleased with the institute, the other participants and with the excellent handouts and displays. These were viewed as a great help back on the job.

When participants were asked what the first step they would take to develop their jail service, they answered:

- 1 Make contact with appropriate community groups (17)
- 2 Work on contract with jail (16)
- 3 Meet with library administration (Director, Board) (15)
- 4 Establish contact with jail and/or library personnel (14)
- 5 Develop a concrete plan (9)
- 6 PR to community for cooperation and support (8)
- 7 Review institute materials and share with others (6)
- 8 Inmate needs assessment (5)
- 9 Hire staff (5)
- 10 Start some type of special program (i.e. re-entry) (5)
- 11 Expand present program (4)
- 12 Establish a planning committee (3)

The one session that received bad marks generally was the interviews with the inmates. There were only three people to work with eight groups and none of them were really interested in library service. In addition, as model inmates, they didn't demonstrate a real sense of what the life in a jail is like.

### Resource People - Followup Questionnaire

All speakers and facilitators were sent questionnaires asking for their comments on the institute. 25 forms were sent and 12 received for a response of 50%. They were asked to assess the major strengths and weaknesses of the institute and to ask how they might have modified their performances. They also assessed the overall impact of the institute.

Highest praise went to the knowledge and technical expertise of the speakers and planners. This was followed by praise for the participants and their ability to share their experiences. The quality of materials and handouts was mentioned in one-third of the responses, while one-half of the group felt that the emphasis on planning for future service was important.

The major weakness cited was the tight scheduling of the time which left too little time for interaction. This also hurt the small group work which one-fourth of the respondents labeled poor. The other major weakness mentioned was the feeling the program was too library oriented ("jail people felt left out"), and that there were too few jail people.

One-fourth of the respondents said they would not have changed their presentations. The rest said they would have tried to find more time for informal information sharing. Areas in which they felt more information was needed by participants were standards, sources of funds, and legal resources. One felt more time should have been spent on overcoming negative attitudes to jail service.

The overall reaction to the institute by respondents was very positive. "It was a significant national effort." They were pleased they had been asked to take part and felt that the institute had been a good learning experience for them, too.

### V. What the Participants Did With the Training (Followup Questionnaires)

During the three day institute, the participants were given the opportunity to design an action plan that they could put into operation when they returned to their communities. They were then asked to assess the progress they had made on a followup questionnaire sent to them three months later.

101 people attended the institute--64 in 24 teams. 43 plans were outlined and copies left with the evaluator at the end of the institute. 45 followup questionnaires were returned. From this response, it was possible to determine how approximately 45% of the participants were able to use the information and materials presented at the institute.

In addition the participants had a chance to comment on the usefulness of the institute after an interval of several months when they had had a chance to reflect and digest the experiences. They were asked to assess how the training content and materials had assisted them on the job.

For purposes of evaluation this content was divided into the following six areas. Percentages reporting the value of this information are listed after each topic.

	<u>A Great Deal</u>	<u>Somewhat</u>	<u>Not At All</u>
1. Trends in Library Service to Jails	46%	50%	4%
2. Action Planning for Service	45%	52%	2%
3. Assessing Reading and Information Needs	40%	50%	10%
4. Service Programs			
a. Re-entry	35%	30%	35%
b. Educational	35%	45%	20%
c. Service to Staff	35%	45%	20%
d. Legal	40%	50%	15%
5. Sources of Funds	35%	50%	15%
6. Standards	45%	35%	20%

The participants were asked to describe what the institute had helped them to do. At least one-third reported that it had enabled them to plan better. "It helped give me clear direction for planning." Several commented that they now had a better idea of the problems and benefits of service to jails but they also had a better understanding of the problems correctional people face. Others reported that the training had helped them work more cooperatively with jail personnel. As one person wrote, "The institute showed me what service to jails could be."

The respondents also reported that they had made wide use of the materials distributed at the institute. Many shared them with other staff. Other major uses were collection development, guidelines for development of specific activities and as reference for reports and talks. At least half of the respondents had prepared a written report of their experiences at the institute. An equal number reported sharing the information at a staff meeting. In addition, five of them had written articles for publication and several had prepared speeches or class presentations. At least three people are planning workshops to share the training.

In additional comments, many of the participants reported that the institute had increased their confidence and made them more knowledgeable about the potential for library service to jails. One comment repeated several times was "It gave me the encouragement to keep trying." Others reported that they had a much better idea of how the planning process for such a service works. The respondents still felt the training had been a valuable much needed experience, though many expressed a wish it had been longer.

All but three respondents were providing some form of service to jails. However, a review of the plans included showed that only 50% of the people who submitted a plan for service at the institute answered the followup questionnaire. Therefore, it can't be determined whether or not all plans were implemented.

However, since over 90% of the respondents to the followup questionnaire are providing or expanding service, this still indicates a high level of implementation. A more complete description of the plans prepared follows.

### Plan of Service

43 copies of plans of service were developed at the institute and copies were given to the evaluator (see sample form). 23 of these were team efforts and 20 were prepared by individuals who were not part of teams.

There was a great range and variety of programs planned. Five plans were designed to introduce library service to the jail. Fifteen participants were hoping to expand their present jail service programs and add materials and/or services. A subjective comment--this seems to reflect the fact that they had become aware at the institute that they had not fully explored all the possibilities before. Some of the plans included: 1) a re-entry program, 2) I & R to jail populations, 3) a pilot education program, 4) extension of service to jail staff. Others planned a strong PR campaign in the community, establishment of a legal library (three responses), and the creation of a policy manual. Five reports expressed the need to establish a formal agreement with the jails for space to house the collection. Three state consultants planned state-wide efforts.

The participants also described what steps they would take to implement their plans and a possible start up date.

The followup questionnaires were sent out to participants at the end of May. 45 of these questionnaires were returned. Of the respondents who had submitted plans of service at the institute, 40% said they had been able to implement their service as planned. Some 25% reported partial accomplishment of their plan; 25% reported that they had not been able to get any support for their program. 10% changed their plan upon returning home and were providing services that seemed most relevant for their community.

An additional nine respondents described plans on their followup questionnaires, though they had not prepared one at the institute--perhaps due to lack of time or necessary information on the community. In most cases, the plans were based on expansion of existing services. One respondent from a State Library Agency was working on the development of a state-wide service. Only one person felt discouraged with the effort; all the rest indicated that they were making good progress.

## VI. "Workshops for Jail Library Service: A Planning Manual"

The manual went through several drafts and was discussed at several meetings. The penultimate draft was sent out to fifty reviewers. These included a number of the institute participants, members of the advisory and planning committees and several library continuing education trainers. This last group had not been involved in the jail project but were asked to comment on the manual based on their background and experience with designing workshops for librarians. 47 people responded and their comments were used by the authors in preparing the final draft.

Upon reviewing both drafts and the reviews, it seems that the authors were responsive to the reviewers' comments. These were mainly concerned with the length and some repetition of material in the draft, and with suggestions on the general format which some reviewers felt was not as clear as it might be. Reviewers suggested that two elements should be strengthened. They were: 1) a strong section on evaluation of the workshops, and 2) more emphasis on understanding jails and the problems correctional people face.

It is not possible to truly evaluate the impact of this manual until it has been used in the field. In the evaluator's opinion, it appears to be an extremely useful tool. It combined general information on promoting and coordinating workshops with specific details on content for each of a series of programs.

The final version was shortened and organized in a much better format based on the reviewers' comments. The authors were responsive to the suggestions and used them to improve the final draft. The evaluator did not see the final published copy so cannot comment on the final arrangement and appearance of the manual.

## VII. Summation and Recommendations for Future Activities Based on the Institute Training

One factor was clearly evident throughout the institute--that there is a definite need for this kind of training. There has been so little available in the past that many participants who attended had several years experience in providing library service to jails. They valued the institute because it allowed them to evaluate their services and to check on new trends and expanded service options. For most, it was the first time they had met and had a chance to share experiences. Even those who made critical comments on the program content expressed gratitude for the opportunity to take part in the institute.

It is, therefore, important that this not be a one shot venture. Encouragement should be given to individuals and groups planning workshops in their states. ALA and ASCLA should provide support for and assistance to these efforts. If possible, another National Institute should be held, since many

people could not be included in this meeting. In addition, due to time limitations, not all topics were covered adequately according to the participants.

If another institute were held, experience gained during this project should be used to design it. Specifically: Sufficient time should be planned for social interaction among participants. Informal group work is important and should be retained but it must be made an integral part of the institute. A sense of what it is like to work inside a jail must be demonstrated. The institute attempted this with the sessions with the inmates but it was not successful. Though all the topics covered were important, the method of coverage was less than satisfactory. There were too many speeches. Future workshops should either find alternatives for sharing information on these topics or less topics should be covered. The ranking of topics by participants on p. 8 might be a useful guide.

The project, despite some criticism, was successful in attaining most of its objectives. The products produced--the training guide and resource materials--should have a long range effect. The training design with the modifications suggested could be replicated. The followup on the participants showed that the project had a definite impact on service. If in the future, the participants are contacted again, it seems likely that an even higher level of service might be reported. It must be remembered that only about 2 and 1/2 months had elapsed between the institute and the followup questionnaire.

One final comment--one of the strongest aspects of the entire project was the emphasis on seeking participation from a wide variety of people and organizations, and in most cases using that input to improve the final products. So many people now have a feeling of ownership about the project that, in addition to the actual services implemented by the participants, it is anticipated that the sense of commitment to the service and the information will be transmitted to others. Therefore, a strong core of people are now informed and interested in this field of service. Contact with the network should be maintained and this expertise should be utilized in future endeavors.

It is hoped that ways will be found to build on this initial effort so that this very important aspect of library service can be expanded.

## APPENDIX A

### National Institute on Library Service to Jail Populations

Texas Criminal Justice Center - Huntsville, Texas  
Sam Houston State University

March 9-12, 1980

#### PARTICIPANTS

##### ALABAMA

##### RESOURCE AREAS

###### Team One

1. Juanita McClain  
Director  
Macon County-Tuskegee Public Library  
302 S. Main St.  
Tuskegee 36083
2. Cheryl Milbry  
Macon County-Tuskegee Public Library  
302 S. Main St.  
Tuskegee 36083

##### ARIZONA

###### Team One

3. Patricia Anne Moreno  
Librarian  
Tucson Public Library  
Extension Services  
P. O. Box 27470  
Tucson 85726  
service agreement  
volunteers  
intern program  
legal services
4. Ruth S. Springstead  
Extension Service Manager  
Tucson Public Library  
5542 East Kelso St.  
Tucson 85712  
service agreement  
volunteers  
intern program
5. James E. Morgan  
Institutional Consultant  
Library Extension Service  
Department of Library, Archives,  
and Public Records  
2719 S. 48th St., D  
Tempe 85282  
state library services

##### ARKANSAS

###### Individuals

6. Mark Hays  
Central Arkansas Library System  
700 Louisiana St.  
Little Rock 72201

7. Erselle Moore  
Director Public Services  
Tri-Lakes Regional Library  
200 Woodbine  
Hot Springs 71901

## CALIFORNIA

### Team One

8. Frederick William Frazier  
Director of Inmate Services  
Contra Costa County Sheriff's Department  
P. O. Box 391  
Martinez 94553  
new facility planning
9. Doris Headley  
Adult Services Coordinator  
Contra Costa County Library  
1750 Oak Park Blvd.  
Pleasant Hill 94523

### Team Two

10. Carolyn Moskovitz  
Librarian  
Alameda County Library  
455 38th St., Apt. A  
Oakland 94609  
lobbying efforts
11. Ronnie Davis  
Librarian  
Alameda County Library  
839 Neilson St.  
Berkeley 94707  
lobbying efforts  
bookmobile service

### Individuals

12. Francisco Pinell  
Librarian in Charge  
San Francisco Public Library  
Jail Project  
304 Dawn Court  
Mill Valley 94941  
new facility planning
13. Joan E. Seim  
Principal Librarian - Extension Services  
Sonoma County Library  
Third and E Streets  
Santa Rosa 95404

COLORADO

Team One

14. James C. Isaac, Jr.  
(Librarian Assistant)  
(Denver Public Library)  
(Denver County Jail Branch)  
1122 Pearl St., Apt. 210  
Denver 80203  
legal service  
accreditation process  
public library jail branch
15. Dale A. Cutshall  
Administrative Head Librarian  
Montbello/DCJ Branches  
2110 South Dallas St.  
Denver 80231  
accreditation process  
public library jail branch

Team Two

16. Kristin Keller, (Jail Library Technician)  
(Fort Collins Public Library)  
201 Peterson  
Ft. Collins 80524  
public library jail branch
17. Evelyn Rhoden  
Staff Psychologist  
Larimer County Detention Center  
200 W. Oak  
Ft. Collins 80521  
inmate programs

Individual

18. Sydne L. Clements  
El Paso County Jail Branch Librarian  
Pikes Peak Regional Library District  
P. O. Box 1579  
Colorado Springs 80901  
legal service  
public library jail branch

CONNECTICUT

Individual

19. Anne Silvers Lee  
Librarian  
Connecticut Correctional Institution - Enfield  
349 Farmington Avenue  
Hartford 06105

FLORIDA

Team One

20. Henry Pelfrey, Jr.  
Chief Counselor  
Orange County Sheriff's Department  
1 N. Court St.  
Orlando 32801  
service agreement

21. John H. Martin, Jr.  
Head, Special Services  
Orlando Public Library  
10 N. Rosalind  
Orlando 32801

service agreement

Team Two

22. Helen B. Strader  
Supervisor, Extension Services  
Manatee County Central Public Library  
1631 Hillview St.  
Sarasota 33579
23. Alice Joan Burns  
Sergeant, Special Programs  
Manatee County Sheriff's Department  
Box 590  
Bradenton 33506

Individuals

24. Jonathan Craig Wilkins  
Jail Librarian  
Seminole County Jail  
P. O. Box 832  
Sanford 32771

GEORGIA

Individual

25. Issac Washington  
Librarian, Fulton County Jail Branch  
Atlanta Public Library  
1190 Mobile St., N. W.  
Atlanta 30314

public library jail branch

HAWAII

Individual

26. Katherine A. Kreamer  
Corrections Librarian  
Hawaii Corrections Division  
2109 Kamehameha Highway  
Honolulu 96819

ILLINOIS

Team One

27. Sister Vivian Whitehead  
Chaplain, Education Director  
Will County Jail  
1550 Plainfield Rd.  
Joliet 60435

education services

28. Steve Welch  
Coordinator, Institutional Library Services  
Burr Oak Library System  
405 Earl Rd.  
Shorewood 60436

new facility planning  
education services  
policy formulation  
staff services

Individuals

29. Nicholas Niederlander  
Head Consultant  
Institutional Libraries  
Lewis & Clark Library System  
P. O. Box 368  
Edwardsville 62025
30. Loretta Evans  
Project Director  
Peoria Public Library  
107 N. E. Monroe  
Peoria 61602
31. Norine Chiu  
Head, Library Services to State Institutions  
Chicago Public Library  
6834 N. Lakewood  
Chicago 60626

INDIANA

Individual

32. Walt Owens  
Librarian  
Indianapolis-Marion County Public Library  
40 East St. Clair  
Indianapolis 46208

KENTUCKY

Individuals

33. Katherine S. Greene  
Outreach Librarian  
Lexington Public Library  
421 Gibson Avenue  
Lexington 40504

LOUISIANA

Team One

34. Gretchen Dodd  
(Teacher/Counselor)  
(Orleans Parish Criminal Sheriff's Office)  
4635 Lafage St.  
New Orleans 70122
35. Nancy Synden  
Administrative Assistant  
Program Planning & Implementation  
Orleans Parish Criminal Sheriff's Office  
2800 Gravier St.  
New Orleans 70119

program evaluation

MAINE

Individual

36. Linda J. Dwelley  
Media Resource Director  
Maine Criminal Justice Academy  
93 Silver Street  
Waterville 04901

MARYLAND

Team One

37. Susan L. Schreiber  
Assistant Director  
Frederick County Public Library System  
520 N. Market  
Frederick 21701
38. Michael Stovall  
Director - Inmate Services  
Frederick County Jail  
20 West Fourth Street  
Frederick 21701

Team Two

39. Joyce Alibrando  
Librarian  
Montgomery County Department of  
Public Libraries  
99 Maryland Avenue  
Rockville 20850
40. Avron Wofsey  
Correctional Officer  
Montgomery County Government  
2407 Eccleston St.  
Silver Spring 20902

legal service  
staff services

Individual

41. Robert Pollard  
Librarian  
Baltimore City Jail  
401 East Eager Street  
Baltimore 21202

MASSACHUSETTS

Individual

42. Anna Belle Leiserson-Cash  
Librarian  
Middlesex County House of Correction & Jail  
Box C  
Billerica 01821

MICHIGAN

Team One

43. Harry E. Heller  
Security Officer  
Grand Traverse County Sheriff Department  
320 Washington St.  
Traverse City 49684

regional jail

44. Gary Knapp,  
Corrections Program Coordinator  
N.W. Human Services/Offender  
Assistance Program  
1102 Cass St.  
Traverse City 49684

Individual

45. Janice Jone  
Community Affairs Department  
Catholic Diocese  
5800 Weiss St.  
Saginaw 48603

MINNESOTA

Team One

46. Don McKee  
Librarian/Teacher  
County Home School  
14300 County Highway 67  
Minnetonka 55343

education services

47. Jon Harper  
Education Coordinator  
Hennepin County Adult Correction  
3542 Halifax Avenue, North  
Robbinsdale 55422

48. Patricia A. Sederstrom  
Hennepin County Library  
7009 York Avenue, South  
Edina 55435

## MISSISSIPPI

### Team One

49. Jim Progar  
Director  
Meridian Public Library  
2517 Seventh St.  
Meridian 39301
50. Randall F. Glover  
Assistant Adult Services Librarian  
Meridian Public Library  
2912 25th St., Apt. C  
Meridian 39301

### Team Two

51. Joseph J. Mika  
Assistant Professor/Assistant to the Dean  
School of Library Services  
University of Southern Mississippi  
Southern Station, Box 5146  
Hattiesburg 39401
52. Dr. William P. Osborn  
Project Coordinator  
Mississippi Jail Standards Project  
University of Southern Mississippi  
Hattiesburg

standards  
education services

standards

### Individual

53. Hazel McDonald  
Institutional Consultant  
Mississippi Library Commission  
P. O. Box 3260  
Jackson 39207

state library services

## MISSOURI

### Individual

54. Richard T. Miller, Jr.  
Coordinator for Development of  
Special Library Services  
Missouri State Library  
P. O. Box 387  
Jefferson City 65102

state library services

NEBRASKA

Team One

55. Doris W. Mayfield legal service  
Supervisor of Adult Services  
Omaha Public Library-Douglas  
County Corrections  
4321 North 55th St.  
Omaha 68104
56. Elizabeth Fawcett Koenig legal service  
Librarian  
Douglas County Correctional Center  
5911 Jones Street  
Omaha 68106

NEVADA

Individual

57. Darrel Batson service agreement  
Outreach Librarian court order  
Clark County Library District  
1401 E. Flamingo Rd.  
Las Vegas 89109

NEW HAMPSHIRE

Individual

58. Kay Herrick  
Institutional Library Consultant  
New Hampshire State Library  
20 Park St.  
Concord 03301

NEW JERSEY

Team One

59. Florence Shimko special programs  
Director  
North Brunswick Public Library  
for The County Facilities  
690 Cranbury Cross Road  
North Brunswick 08902
60. Robert Malone special programs  
Project Director  
North Brunswick Public Library  
for The County Facilities  
690 Cranbury Cross Road  
North Brunswick 08902

NEW MEXICO

Team One

61. Helen S. Carter  
Attorney at Law/Legal Research Librarian  
The University of New Mexico  
School of Law Library  
1117 Stanford, Dr., NE  
Albuquerque 87131

legal library research

62. Mary E. King  
Volunteer Director  
Department of Corrections - Detention  
415 Roma NW  
Albuquerque 87102

63. Verna Wood  
Business/Government Community Specialist  
Albuquerque Public Library  
5th and Copper  
Albuquerque 87102

Individual

64. Allen D. Schwartz  
Extension Librarian  
Santa Fe Public Library  
P. O. Box 2247  
Santa Fe 87501

NEW YORK

Team One

65. Mr. Guy Brigandi  
Education Supervisor  
Onondaga Correctional Facility  
Box 143  
Jamesville 13078

66. Ron Reed  
Coordinator  
Institution Services Project  
Onondaga County Public Library  
327 Montgomery St.  
Syracuse 13202

reentry service

Individuals

67. Roy D. Miller, Jr.  
Coordinator of Adult Services  
Office of Adult Services  
Brooklyn Public Library  
Grand Army Plaza  
Brooklyn 11238

68. Hemwatie Jaipershad  
Coordinator of Outreach Services  
Upper Hudson Library Federation  
161 Washington Avenue  
Albany 12210

69. Thelma Ananias Morris  
Assistant Director  
Binghamton Public Library  
78 Exchange St.  
Binghamton 13901

70. George B. Davis  
Senior Librarian  
Fishkill Correctional Facility  
Box 307  
Beacon, 12345

new facilities planning  
legal service  
education services  
standards

71. Olga D. Edwards  
Head, Extension Department  
Rochester Public Library  
115 South Avenue  
Rochester 14604

#### NORTH CAROLINA

##### Team One

72. Jean A. Whitman  
Extension Services Librarian  
Robeson County Public Library  
P. O. Box 1346  
Lumberton 28358

73. Jean Becker  
Coordinator of Volunteer Services  
Robeson County Public Library  
P. O. Box 1346  
Lumberton 28358

#### OHIO

##### Team One

74. L. Thomas Schweyer  
Corrections Librarian  
Toledo - Lucas County Public Library  
1622 Spielbusch Ave.  
Toledo 43624

new facility planning  
public library jail branch

75. Jack Shuba  
Programs Supervisor  
Lucas County Sheriff's Department  
1316 Pingree Rd.  
Toledo 43612

educational services  
recreational services  
volunteers  
policy formulation

OKLAHOMA

Team One

76. LaRena Williams education services  
Special Services Librarian  
Tulsa City-County Library  
400 Civic Center  
Tulsa 74103
77. Sister Leona Luecke volunteers  
Coordinator of Volunteers and  
Volunteer Programs  
Corrections Ministry Task Force of Tulsa  
Metropolitan Ministry  
112 E. 11th St.  
Tulsa 74119

OREGON

Team One

78. Mary Baker volunteers  
Assistant Head, Adult Services  
Eugene Public Library  
100 W. 13th Ave.  
Eugene 97401
79. Alden Moberg state library services  
Institutional Library Consultant  
Oregon State Library  
236 25th Street, N. E.  
Salem 97301

Individual

80. Liz Reed education services  
Jail Librarian volunteers  
Jackson County Library System new facility planning  
413 W. Main St.  
Medford 97501

PENNSYLVANIA

Individual

81. Rita Lehman legal services  
Court Librarian  
Allegheny County Jail  
618 City-County Bldg.  
Pittsburgh 15219

TEXAS

Team One

82. Stuart Couch  
Assistant Director, Detentions/Programs  
Dallas County Sheriff's Department  
600 Commerce St.  
Dallas 75202  
education services  
service agreement
83. Marian Waite  
Library Consultant  
Dallas Public Library  
1954 Commerce St.  
Dallas 75201  
service agreement

Team Two

84. Keith Mitchell  
Assistant Director  
Cooke County Adult Education Coop  
Box 125  
Valley View 76240  
education services
85. Terry Rogers  
Volunteer GED Instructor  
NTSU Center for Community Services  
Denton 76201  
education services
86. David Brockett  
Jail Rehabilitation Program  
Coordinator  
NTSU Center for Community Services  
Denton 76201  
education services

Individuals

87. Bill Dowd  
Texas Commission on Jail Standards  
P. O. Box 12985  
Austin 78711  
inspections  
standards
88. Michael Duncan  
Librarian  
Waco McLennan County Library  
1717 Austin Avenue  
Waco 76701  
procedure writing

VIRGINIA

Team One

89. David K. Bennett  
Jail Librarian  
Fairfax County Public Library-  
Adult Detention Center  
11942 Goodwood Dr.  
Fairfax 22030

90. Ms. Dorothy Langdon  
Reference Librarian  
Fairfax County Public Library  
4134 Virginia St.  
Fairfax 22032

91. Duncan Schirmer  
Paraprofessional Librarian  
Fairfax County Public Library  
4134 Virginia St.  
Fairfax 22032

Team Two

92. Rita Hirschman  
Librarian  
Richmond City Jail  
2207 Hanover Avenue  
Richmond 23220

legal service

93. Diana Tilford  
Extension Librarian  
Pamunkey Regional Library  
P. O. Box 119  
Hanover 23069

94. Elizabeth M. Lewis  
Institutional Library Consultant  
Virginia State Library  
12th and Capitol St.  
Richmond 23219

state library services

VIRGIN ISLANDS

Individual

95. Wallace Williams  
Head Librarian-Coordinator  
Florence Williams Public Library  
Box 2720  
Christiansted, St. Croix  
U. S. Virgin Islands 00820

WASHINGTON

Individual

96. Diane Meyer  
Consultant, Service to Special Populations  
Washington State Library  
Olympia 98504

WEST VIRGINIA

Individuals

97. Wesley Duncan, Jr.  
Library Assistant  
West Virginia Library Commission  
and Department of Correction  
P. O. Box 1  
Huttonsville 26273

99. Kathleen Wharton  
Outreach Coordinator  
Morgantown Public Library  
373 Spruce St.  
Morgantown 26505

reentry service

WISCONSIN

Team One

99. E. Grayce Bondeson  
Assistant Librarian  
Federal Correctional Institution  
Route 1, Box 259  
Westfield 53964
100. Royce Pugh  
Assistant Supervisor of Education  
Federal Correctional Institution  
Box 500  
Oxford 53952

Individual

101. Mary Clark  
(University of Wisconsin Memorial Library)  
4712 Maher Avenue  
Madison 53716

Cosponsors: American Library Association  
American Correctional Association  
National Jail Association  
National Sheriffs' Association  
Fortune Society  
Texas Criminal Justice Center  
Sam Houston State University

APPENDIX B

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS  
March 9-12, 1980

Texas Criminal Justice Center  
Sam Houston State University  
Huntsville, Texas

Trainers and Resource People

Names & Addresses

Function

Nate Caldwell  
Corrections Program Specialist  
National Institute of Corrections Jail Center  
P. O. Box 9130  
Boulder, CO 80301

Small Group Coordinator  
Presenter

Jane Gazort  
Institutional Consultant  
Arkansas Library Commission  
Library, Archives & Computer Building  
State Capitol Mall  
Little Rock, AR 72201

Small Group Facilitator

Jean Coleman  
Director  
Office for Library Service to the Disadvantaged  
American Library Association  
50 E. Huron  
Chicago, IL 60611

Small Group Facilitator

Catherine Cook  
Public Library Consultant  
Oklahoma Department of Libraries  
200 NE 18th Street  
Oklahoma City, OK 73105

Small Group Facilitator

Phyllis I. Dalton  
(Free Lance Library Consultant)  
850 E. Desert Inn Road  
Apt. 1101  
Las Vegas, NV 89109

Presenter  
Resource Person

Joann Digennaro  
(Trustee, Fairfax County Public Library)  
(Member-Virginia Board of Corrections)  
1807 Anderson Road  
Falls Church, VA 22043

Presenter  
Resource Person

Dimensions, Inc.  
Linda Bayley  
2405 Dip Cove  
Austin, TX 78704

Flynn Nogueira  
3403 Bridle Path  
Austin, TX 78703

Joan Goddard  
(Branch Librarian)  
(San Jose Public Library)  
1171 West Latimer  
Campbell, CA 95008

Gary Hill  
President  
CONTACT, Inc.  
P. O. Box 81826  
Lincoln, NB 68501

Connie House  
Project Director  
Improving Jail Library Service Project  
American Library Association  
50 E. Huron  
Chicago, IL 60611

Christine L. Kirby  
Public Library Consultant  
State Library of Florida  
R. A. Gray Building  
Tallahassee, FL 32301

John F. Knoll  
Assistant Director of Adult Detention  
Bexar County Adult Detention Center  
218 S. Laredo  
San Antonio, TX 78207

Priscilla Linsley  
Institutional Consultant  
New Jersey State Library  
185 W. State St.  
Trenton, NJ 08625

M. Samye Miller  
Humanist Administrator  
National Endowment for the Humanities  
Division of Public Programs  
1652 F Street, N. E.  
Washington, D. C. 20002

Richard Miller  
Institutional Consultant  
Coordinator of Development of  
Special Library Service  
Missouri State Library  
P. O. Box 387  
Jefferson City, MO 65102

Authors: Jail Library Service  
Planning and Implementation  
Guide

Small Group Facilitator

Speaker  
Resource Person

Program Coordinator

Small Group Facilitator •  
Presenter

Presenter  
Resource Person

Small Group Facilitator

Presenter

Presenter

National Institute of Corrections Jail Center  
Library Information Specialists

Coralie G. Whitmore  
1305 Linden Avenue  
Boulder, CO 80302

Rebecca E. S. Bacon  
P. O. Box 121  
Rittredge, CO 80457

John R. Newhart  
Sheriff  
Chesapeake Sheriff's Office  
P. O. Box 15125  
Chesapeake, VA 23323

James C. Partridge  
Specialist, Institutional Library Service  
Maryland State Department of Education  
P. O. Box 8717, BWI Airport  
Baltimore, MD 21240

Wayne K. Patterson  
Director of Corrections, Undersheriff  
Denver Sheriff's Department  
City & County Building, Room 406  
Denver, CO 80202

Linda Robinson  
Institutional Librarian Specialist  
Queens Borough Public Library  
89-11 Merrick Road  
Jamaica, NY 11432

Ned Rollo  
Executive Director  
Offender Preparation &  
Employment Network, Inc.  
2107 North Fitzhugh Avenue  
Dallas, TX 75204

Phila Joyce Rubin  
(Library Consultant)  
1105 Westbrooke Tr.  
Norman, OK 73069

Linda Schexnaydre  
Faculty Member  
School of Library Science  
Emporia State University  
Emporia, KS 66801

Resource People

Speaker  
Resource Person

Presentor  
Resource Person

Speaker

Small Group Facilitator

Presentor  
Resource Person

Speaker  
Small Group Facilitator

Small Group Facilitator  
Presentor

Sandra Scott  
(Coordinator of Library Services  
New Mexico Corrections Division)  
95 Placita de Oro  
Santa Fe, NM 87501

Small Group Facilitator

Ed Seidenberg  
Planner  
Texas State Library  
Box 12927  
Austin, TX 78711

Resource Person

Bernard Williams  
(Project Planning Committee)  
(Improving Jail Library Service Project)  
906 S. Humphrey  
Oak Park, IL 60304

Speaker  
Resource Person

Robert L. Wright  
(Lecturer)  
(SLIS, University of Pittsburgh)  
5501 Howe Street  
Pittsburgh, PA 15232

Resource Person

Victor Yipp  
Assistant Attorney General  
State of Illinois  
160 N. LaSalle, Room 416  
Chicago, IL 60601

Speaker  
Resource Person

# A National Institute On Library Service To Jail Populations

March 9-12, 1980

Texas Criminal Justice Center  
Sam Houston State University  
Huntsville, Texas

## Cosponsors:

American Library Association/ASCLA  
American Correctional Association  
National Jail Association  
National Sheriffs' Association  
Fortune Society  
SHSU Texas Criminal Justice Center

A Higher Education Act, Title IIB  
Training Institute

## Program

### •Sunday, March 9

1:00-5:00  
Participant registration

Hotel Lobby

2:00-6:00  
Tours of Criminal Justice Center  
(10 min. tours)

Hotel  
Concourse

42

Hotel 45  
Concourse

### SESSION I - THE JAIL AND THE LIBRARY

Hotel  
Concourse

7:30-9:00

Welcome

Marcus Kenter, Coordinator of  
Continuing Education  
Texas Criminal Justice Center

Improving Jail Library Service  
Project

Connie House, Project Director  
American Library Association

"Overview of the Jail - Trends and  
and Issues"

Sheriff John R. Newhart,  
NJA President  
Chesapeake Sheriff's Office  
Chesapeake, Virginia

"Overview of Jail Library Service -  
Trends and Issues"

Rhea Rubin, Library Consultant  
Norman, Oklahoma

Training Institute Overview

Nate Caldwell, Corrections  
Program Specialist  
National Institute of Corrections  
Corrections Jail Center  
Boulder, Colorado

### •Monday, March 10

7:00

Breakfast

Hotel  
Concourse

8:00-8:30

Opening Remarks

Upper  
Auditorium

Jail Library Planning and  
Implementation Guide

Linda Schexnaydre, Faculty Member  
School of Library Science  
Emporia State University  
Emporia, Kansas

Evaluation Comments

Peggy O'Donnell, Project  
Evaluator  
American Library Association

8:30-9:45

Small Group Orientation Meetings

Assigned  
Rooms

9:45-10:15

Coffee Break

Room  
208-09

### SESSION II - OUR PATRONS SPEAK

Upper  
Auditorium

10:15-12:00

"An Inside View: Bars and The  
Library"

Bernard Williams  
Project Planning Committee  
Chicago, Illinois

Small group work - Inmate  
interviews

12:00-1:00  
Lunch

Hotel  
Concourse

1:00-1:30  
"Assessing Library and  
Information Needs"  
Christine L. Kirby,  
Public Library Consultant  
State Library of Florida  
Tallahassee, Florida

Upper  
Auditorium

SESSION III - LOOKING AT SERVICE  
PROGRAMS

Upper  
Auditorium

1:30-3:00  
Reentry Services  
Ned Rollo, Executive Director  
Offender Preparation &  
Employment, Inc.  
Dallas, Texas

Educational Services  
John Knoll, Assistant Director  
of Adult Detention  
Bexar County Adult Detention  
Center  
San Antonio, Texas

Staff Services  
Richard Miller,  
Institutional Consultant  
Missouri State Library  
Jefferson City, Missouri

Legal Services  
Victor Yipp, Assistant Attorney  
General  
State of Illinois  
Chicago, Illinois

3:00-3:30  
Coffee Break

Room  
208-09

3:30-4:30  
Small Group Work -  
Service Programs

Upper  
Auditorium

SESSION IV - PROBLEMS WE FACE

4:30-6:00  
Small Group Work - Problem  
Solving

Assigned  
Rooms

6:30  
Dinner

Hotel  
Concourse

SESSION V - SUPPORT FOR YOUR  
PROGRAM

8:00-10:00  
Opening Remarks

Upper  
Auditorium

"Hustling"  
Garry Hill, President  
CONTACT, Inc.

The County Scene  
Joann DiGennaro  
Fairfax County Public Library  
Board of Trustees  
Virginia State Board of  
Corrections  
Falls Church, Virginia

State Library Agencies  
James C. Partridge, Jr.,  
Specialist  
Institutional Library Service  
Maryland State Department of  
Education  
Baltimore, Maryland

State Educational Agencies  
John Knoll, Assistant Director  
of Adult Detention  
Bexar County Adult Detention  
Center  
San Antonio, Texas

10:00-10:30  
Coffee Break

Room  
208-09

10:30-11:30  
National Endowment for the  
Humanities  
M. Sammye Miller,  
Humanist Administrator  
National Endowment for the  
Humanities  
Washington, D.C.

Upper  
Auditorium

Office of Education  
Henry Drennen, Research and  
Demonstration Branch  
U.S. Office of Education  
Washington, D.C.

National Institute of Corrections  
Jail Center  
Nate Caldwell, Corrections  
Program Specialist  
NIC Jail Center  
Boulder, Colorado

Question and Answer Session

11:30-12:00  
Action Planning  
Nate Caldwell, Corrections  
Program Specialist  
NIC Jail Center  
Boulder, Colorado

12:00-1:00  
Lunch

Hotel  
Concourse

1:00-3:00  
Small Group Work - Action  
Planning

Assigned  
Rooms

3:00-3:30  
Coffee Break

3:30-5:00  
Small Group Work - Action  
Planning

6:00  
Dinner - Texas Night

7:00-8:30  
Optional Activities  
Informal Consultation and  
Technical Assistance

• WEDNESDAY, MARCH 12

7:00  
Breakfast

SESSION VI - THE FUTURE

8:00-10:00  
Opening Remarks

"Standards and Accreditation"  
Wayne Patterson, Director of  
Corrections & Undersheriff  
Denver County Jail  
Denver, Colorado

"Making Standards Work For You"  
Phyllis Dalton, Free Lance  
Library Consultant  
Las Vegas, Nevada

Small Group Work - Standards

10:00-10:30  
Coffee Break

10:30-11:30  
Regional and State Workshop  
Planning  
Small Group Work

11:30-12:00  
Wrap-Up and Evaluation

Peggy O'Donnell, Project  
Evaluator  
American Librar Association

Connie House, Project Director  
American Library Association

12:00-1:00  
Presentation of Certificates

Adjournment

Room  
208-09

Assigned  
Rooms

Goree Unit,  
Texas Dept.  
of  
Corrections

Goree  
Clubhouse

Hotel  
Concourse

Upper  
Auditorium

Room  
208-09

Rooms to be  
assigned

Upper  
Auditorium

Hotel  
Concourse

# Planning Committee

## CORRECTIONS

James T. Black  
National Jail Association

Marcus Kenter  
Texas Criminal Justice Center

Billy E. Paine  
National Sheriffs Association

Dr. Dale K. Sechrest  
American Correctional Association

Judy Glass  
The Fortune Society

Bernard Williams  
ex-offender and paraprofessional

## LIBRARIES

John F. Anderson  
Tucson Public Library

Joan Goddard  
San Jose Public Library

William A. Miles  
Buffalo and Erie County Public Library

Richard Miller  
Missouri State Library

Ed Seidenberg  
Texas State Library

Marnie Warner  
Massachusetts Board of Library Commissioners

Robert L. Wright  
University of Pittsburgh

## CURRICULUM GUIDE CONSULTANTS

Dr. Harris C. McClaskey  
University of Minnesota

Susan B. Madden  
King County Library System

Linda Schexnaydre  
Emporia State University

Christine L. Kirby  
State Library of Florida

John K. Lohrstorfer  
DuPage Library System

Susan Loss, Institutionalized Youth  
Colorado Department of Education

Alden Moberg  
Oregon State Library

Art Moen  
Pontiac Correctional Center

Barbara Nors  
Texas Criminal Justice Center

Julian Pugh  
Virginia Department of Corrections

Linda Robinson  
Queens Borough Public Library

Rhea J. Rubin  
National Council on Aging

Sandra Scott  
N. M. Corrections Division

David D. Smith  
Cook County Jail

Chris Tracey  
Correctional Education Association

Frances E. de Usabel  
Bureau of Reference and Loan Services

Jesse Watson, Jr.  
Law Library Assistant  
Staunton Correctional Center

R. Bernard Welmaker  
Branch Programs, Atlanta Public Library

#### DIMENSIONS STAFF

Linda Bayley

Leni Greenfield

Flynn Nogueira

#### EVALUATORS

Muriel M. Howick  
Northern Illinois University

#### PROJECT STAFF

Connie House, Project Director  
American Library Association

Sandra M. Cooper, ASCLA Executive Secretary  
American Library Association

#### ADVISORY GROUP

Paul Bailey  
National Jail Managers Association

Dr. Lesta N. Burt  
Sam Houston State University

Nate Caldwell  
National Institute of Corrections Jail Center

Jean E. Coleman,  
Office for Library Service  
to the Disadvantaged  
American Library Association

Catharine Cook  
Oklahoma Department of Libraries

Patrick M. Crowling, Jr., Attorney  
White, Cabell, Paris & Lowenstein

Phyllis I. Dalton  
Free Lance Library Consultant

Anthony J. DelPopolo, Sr.  
Northern Virginia Community College

Gary Hill, President  
CONTACT, Inc.

Zoia Horn

# Biographies

**Nate Caldwell**  
Corrections Program Specialist  
National Institute of Corrections Jail Center  
Boulder, Colorado

**Group Coordinator**  
**Presenter**

Mr. Caldwell has 11 years of experience in corrections, beginning in New York City as a counselor, supervisor, staff trainer and director of a court diversion and probation project. He began with NIC in 1976, concentrating on local jails, conducting training programs, providing technical assistance and serving as a resource person to jail personnel across the nation.

**Jane Cazort**  
Institutional Consultant  
Arkansas Library Commission  
Little Rock, Arkansas

**Facilitator**

Receiving her academic education from the Univ. of Denver and Mississippi State College for Women, Ms. Cazort has spent most of her working life in the field of recreational services. After 1972 when she became the Arkansas Consultant, her activities include initiating service in the Little Rock jail and administering public library grants for jail programs.

**Jean Coleman**  
Director  
Office for Library Service to the Disadvantaged  
American Library Association  
Chicago, Illinois

**Facilitator**

Ms. Coleman has had extensive experience in serving the disadvantaged. Her prior experiences include Librarian-Administrator, Bookmobile service for Central Brooklyn Model Cities Program; teacher for Apache Indian children and Librarian at the Lexington School for the Deaf. She also serves on several national boards including Laubach Literacy International.

**Catherine Cook**  
Public Library Consultant  
Oklahoma Department of Libraries  
Oklahoma City, Oklahoma

**Facilitator**

Before coming to Oklahoma, Ms. Cook served as the Institutional Consultant for Florida and Kansas. She holds various professional positions in professional associations such as the ALA Library Service to Prisoner Section Executive Committee.

**Phyllis I. Dalton**  
Free Lance Library Consultant  
Las Vegas, Nevada

**Presenter**  
**Resource Person**

Before her activities as a Consultant, Mrs. Dalton was Assistant State Librarian of California. Her numerous professional activities include member of the ACA/ALA Joint Committee on Institutional Libraries; Past Co-President, ALA/ASCLA; liaison to the Freedom to Read Foundation Board of Trustees. She was instrumental in writing the ALA standards for adult correctional facilities and jails.

**Joann DiGennaro**  
Trustee  
Fairfax County Public Library  
Fairfax, Virginia

**Presenter**  
**Resource Person**

In addition to serving on the Board of Trustees for the Fairfax County Public Library, Ms. DiGennaro is a member of the Virginia State Board of Corrections.

**Dimensions, Inc.**  
Linda Bayley, Leni Greenfield, Flynn Nogueira  
Austin, Texas

**Resource People**

The Dimensions consultants are the authors of the Jail Library Service Planning and Implementation Guide. They have been involved in competency-based education since 1970. As staff development specialists for the Adult Excellence Level Project, they have traveled nation-wide providing technical assistance to state education agencies, adult programs and correctional institutions.

**Henry Drennan**  
Research and Demonstration Branch  
U.S. Office of Education  
Washington, D.C.

**Presenter**

Mr. Drennan, as an administrator in the Office of Education, has had an interest in correctional library and literacy programs for many years. He is also active in various professional associations.

**Joan Goddard**  
Branch Librarian  
San Jose Public Library  
San Jose, California

**Facilitator**

Joan's concern with library service to prisoners began in library school when she began working on a jail library service survey project which has resulted in a printed report, Survey of Library Service in Local Correctional Facilities. Her library experience has been in public libraries.

**Gary Hill**  
President  
CONTACT, Inc.  
Lincoln, Nebraska

**Speaker**  
**Resource Person**

Gary originated the U.S. Jaycees' program of involvement in criminal justice and as such has worked with more than 1,000 correctional facilities. His numerous involvements include representative to the Joint Commission on Correctional Manpower and Training, Director of Public Information for the ACA and Staff Director of the National Offender Services Center.

**Connie House**  
Project Director  
Improving Jail Library Service Project  
American Library Association  
Chicago, Illinois

**Program Coordinator**

Since 1970 Ms. House has worked in various capacities in the criminal justice field. Some of her past experiences include Correctional Library Coordinator, Commonwealth of Virginia; Librarian, adult prison; organization of service programs for offenders and staff in various jails, prisons, youth facilities, and parole agencies. She is member of numerous professional associations and has been participating in continuing education workshops throughout her professional career.

**Christine L. Kirby**  
Public Library Consultant  
State Library of Florida  
Tallahassee, Florida

**Facilitator**  
**Presenter**

Ms. Kirby was the Jail Service Librarian for Orlando Public Library prior to her position with the state library. She is an active member of the ALA Library Service to Prisoners Section, and has published a document entitled, Guidelines for Library Service to Local Jails.

**John F. Knoll**  
Assistant Director  
Bexar County Adult Detention Center  
San Antonio, Texas

**Presenter**  
**Resource Person**

The programs Dr. Knoll administers include Education, Library, Recreation, Pre-Employment Training, In-Service Staff Training, and Community Programs. In addition, he developed the educational program at Bexar County, which is an innovative media-based learning center utilizing video and close circuit radio/television.

**Priscilla Linsley**  
Institutional Consultant  
New Jersey State Library  
Trenton, New Jersey

**Facilitator**

Ms. Linsley is responsible for advisory and consultation services to state, county and municipal institutions. Her previous employment includes Coordinator of Library Services for the Garden State School District and Librarian at the Educational Testing Service. She is a member of the ACA/ALA Joint Committee on Institutional Libraries.

M. Samye Miller  
Humanist Administrator  
National Endowment for the Humanities  
Washington, D.C.

Presenter

Dr. Miller's interest in correctional library programs -- is an outgrowth of his work with an NEH program in Maryland, "To Say Their Own Word."

Richard Miller  
Institutional Consultant  
Missouri State Library  
Jefferson City, Missouri

Presenter

Mr. Miller has been involved in library service to prisoners for many years. In his current position he consults with local and state facilities in Missouri.

John R. Newhart  
Sheriff  
Chesapeake Sheriff's Office  
Chesapeake, Virginia

Speaker  
Resource Person

Sheriff Newhart is currently the President of the National Jail Association. For the past ten years, he has served as Sheriff of Chesapeake. He has been innovative in the field of corrections, introducing the first Paramedics, Classification, Educational Work Release and Substance Abuse programs in Virginia jails.

James C. Partridge  
Specialist, Institutional Library Service  
Maryland State Department of Education  
Baltimore, Maryland

Presenter  
Resource Person

Since coming to Baltimore in 1965, Mr. Partridge has had varied library experiences, such as Educational Systems Division, Litton Systems, Montgomery County Public Schools, Maryland State Library for the Blind and Physically Handicapped. His professional affiliations include ALA and ACA.

Wayne K. Patterson  
Director of Corrections, Undersheriff  
City and County of Denver  
Denver, Colorado

Speaker

Before his present position, Mr. Patterson was Warden at the Colorado State Penitentiary and Executive Director of the Colorado State Department of Parole. He is a member of the National Commission on Accreditation for Corrections, as well as the ACA's Committee on Technical Assistance for Adult Detention.

Linda Robinson  
Institutional Librarian Specialist  
Queens Borough Public Library  
Jamaica, New York

Facilitator

In addition to her present employment, Ms. Robinson is a lecturer at the New York Community College, Institute for Older Adults.

Ned Rollo  
Executive Director  
Offender Preparation & Employment, Inc.  
Dallas, Texas

Presenter  
Resource Person

As a former state and federal prisoner, Mr. Rollo was active in the development of an inmate library, art program and educational project. Additionally, he has worked as a counselor for the Illinois Department of Corrections, teacher in penal justice, youth service worker, and manager of the exoffender program for the National Alliance of Business in Dallas.

Rhea Joyce Rubin  
Library Consultant  
Norman, Oklahoma

Speaker  
Facilitator

Ms. Rubin is currently a free lance consultant on institutional library services, bibliotherapy, and services to the elderly. She has worked with many institutionalized populations since her position as Director of the Cook County Corrections Library Project in Chicago. Her publications include two books and numerous articles in library and other

Ed Seidenberg  
Planner  
Texas State Library  
Austin, Texas

Resource Person

Prior to his present position with the state library, Mr. Seidenberg served as the Institutional Consultant for the Texas State Library. His other former experiences includes Librarian, Texas Department of Corrections; Librarian, Juvenile Hall, California and library school instructor, Sam Houston State University, Texas.

Linda Schenmayre  
Faculty Member  
Emporia State University  
Emporia, Kansas

Facilitator  
Presenter

In 1972 Ms. Schenmayre helped to initiate service to the Travis County Jail, Austin, Texas. Her involvement in the Improving Jail Library Service Project includes consulting on the library planning guide and writing the Trainer's Guide. In addition to presently teaching public library courses and materials selection, she also does freelance editing and indexing.

Sandra Scott  
Coordinator of Library Services  
New Mexico Corrections Division  
Santa Fe, New Mexico

Facilitator

Ms. Scott coordinates library service to all N.M. state facilities, and directs general and legal library service at the Penitentiary of New Mexico. Formerly, she was Institutional Consultant for the New Mexico State Library.

Coralie G. Whitmore and Rebecca E.S. Bacon  
Library Information Specialists  
National Institute of Corrections Jail Center  
Boulder, Colorado

Resource People

As Information Specialists for the NIC Jail Center, Ms. Whitmore and Ms. Bacon respond to technical assistance and reference requests from anyone working or interested in jails and detention centers.

Bernard Williams  
Project Planning Committee  
Improving Jail Library Service Project  
Chicago, Illinois

Speaker  
Resource Person

While incarcerated in the Virginia penal system, Mr. Williams developed his paraprofessional librarian skills. His other library experience includes assisting in the organization of the first prison library friends group, Layout and Design Editor of a library/institutional news-magazine, and Library Project Coordinator for Rubicon, Inc. As a member of an ACA sponsored drama group, Mr. Williams took part in a weekly training program for correctional officers.

Robert L. Wright  
Lecturer  
SLIS, University of Pittsburgh  
Pittsburgh, Pennsylvania

Resource Person

Mr. Wright presently teaches in the library school at U. of Pittsburgh, but in the past has directed two Office of Education institutes, "Retraining Librarians to Serve the Disadvantaged" and "Institute on Urban Information Needs." He also developed information service at the Western Pennsylvania Penitentiary. His public library experience was in the D.C. Public Library.

Victor Yipp  
Assistant Attorney General  
State of Illinois  
Chicago, Illinois

Speaker  
Resource Person

Victor is responsible for defending state officials and employees in suits brought by prison inmates. Presently he is handling several law library access cases including a class-action suit out of Stateville Correctional Center. He recently settled a legal access case pertaining to another facility.

## APPENDIX D

### EXHIBITORS

#### National Institute on Library Service to Jail Populations

Alcoholics Anonymous  
468 Park Avenue South  
New York, NY 10016  
Contact: Lois Fisher

American Coorectional Association  
4321 Hartwick Road, Suite L-208  
College Park, MD 20740  
Contact: Ron Jackson

Association of Specialized and  
Cooperative Library Agencies  
American Library Association  
50 East Huron Street  
Chicago, IL 60611

The Baker & Taylor Company  
1515 Broadway  
New York, NY 10023  
Contact: Terri Mitchum, School &  
Public Library Markets

The Bilingual Publications Company  
1966 Broadway (at 66th Street)  
New York, NY 10023  
Contact: Linda E. Goodman, President

Book Lab  
1449 37th Street  
Brooklyn, NY 11218  
Contact: Lou Heitner

CONtact, Inc.  
P.O. Box 81826  
Lincoln, NE 68501  
Contact: Gary Hill

Criminal Justice Publications, Inc.  
Corrections Magazine  
801 Second Avenue, Suite 1404  
New York, NY 10017  
Contact: Louise Franza

The Fortune Society  
229 Park Avenue South  
New York, NY 10003

The French & Spanish Book  
Corporation  
115 Fifth Avenue  
New York, NY 10003  
Contact: Emanuel Molho

Interpretive Education  
2306 Winters Drive  
Kalamazoo, MI 49002  
Contact: Philip A. Okun

Perma-Bound Books  
East Vandalia Road  
Jacksonville, IL 62650  
Contact: Dave Pettigrew

Reading Enrichment Company, Inc.  
A Subsidiary of Prentice-Hall,  
Incorporated  
Lackawanna Avenue  
West Paterson, NJ 07424

Timbuktu: The Black Peoples  
Bookstore  
2530 South Michigan Avenue  
Chicago, IL 60616  
Contact: Mary Emmra

West Publishing Company  
50 West Kellogg Boulevard  
P.O. Box 3526  
St. Paul, MN 55165  
Contact: R. L. Peterson,  
Sales Coordinator

## APPENDIX E

### PUBLIC INFORMATION ACTIVITIES

- #1 - Flier Announcing Institute (Summer, 1979)
- #2 - News Release - July, 1979
- #3 - Conference Promotion Kit (Summer/Fall, 1979)
- #4 - Library and Correctional Conferences Attended
- #5 - News Release - November, 1979
- #6 - Brochure
- #7 - Brochure Distribution
- #8 - Articles & Announcements

# Improving Jail Library Service

an institute

March 10-12, 1980

100 librarians, jail personnel and former inmates will be selected through advance registration to *work together* . . .

. . . to assess the problems in providing jail library service

. . . to get specific help on how to involve library and jail personnel and inmates to plan and provide better jail library service

. . . to learn how to train others to expand and improve the library services currently being offered in local jails

The training institute is free, stipends will be provided to participants, and CEUs will be awarded.

**Sponsor**—the Association of Specialized and Cooperative Library Agencies (ASCLA) of the American Library Association

**And**—American Correctional Association  
National Jail Association  
National Sheriffs' Association  
Texas Criminal Justice Center  
The Fortune Society

For more information and an application, contact—  
Connie House, Project Director  
Improving Jail Library Service Project  
American Library Association  
50 E. Huron Street  
Chicago, IL 60611  
312/944-6780

# News Release: American Library Association

Public Information Office  
American Library Association  
50 East Huron Street  
Chicago, Illinois 60611  
312 941 6780

From: Peggy Barber, Director  
Public Information Office

FOR IMMEDIATE RELEASE

July 1979

A one-year project designed to improve jail library service was launched in June, 1979 by the Association of Specialized and Cooperative Library Agencies, ASCLA (a division of the American Library Association).

The project is funded by the U.S. Office of Education under the Higher Education Act, Title II-B, and will include: a three-day institute, scheduled for March 10-12, 1980, Texas Criminal Justice Center, Huntsville, TX; programs and booths at the 1979 national conferences of the American Correctional Association, National Sheriffs' Association, and the National Jail Association, reaching an estimated 500 persons at each conference; a resource file of persons and groups -- librarians, corrections staff, ex-offenders -- who could serve as subject specialists and speakers; a curriculum guide for developing jail library service programs; and a trainers guide that will assist other groups in replicating the national institute on state and regional levels.

The project aims to make staff in librarianship, corrections, and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel, to increase the number of inmates receiving library services, and to expand and improve library services currently being offered in local jails.

-more-

add one--Jail Library Service

Members of the National Planning Committee are: James T. Black, National Jail Association; Marcus Kenter, Texas Criminal Justice Center; Billy E. Paine, National Sheriffs' Association; Dr. Dale K. Sechrest, American Correctional Association; and Bernard Williams, Fortune Society. Librarians serving on the committee are John F. Anderson, Joan Goddard, William A. Miles, Richard Miller, Ed Seidenberg, Marnie Warner, and Robert L. Wright. Dr. Harris C. McClaskey, Susan B. Madden, and Linda Schexnaydre will serve as Curriculum Guide Consultants. Dimensions, an Austin, TX group, will develop the curriculum guide under contract with the American Library Association; the staff includes Linda Bayley, Leni Greenfield, and Flynn Nogueira.

Connie House, formerly Library Coordinator for the Rehabilitative School Authority in Virginia, has joined the ASCLA staff to coordinate project activities. For additional information and an application, contact: Connie House, Improving Jail Library Service Project, ASCLA, 50 East Huron St., Chicago, IL 60611, (312) 944-6780, ext. 313.

-30-

ATTACHMENT E - #3  
Improving Jail Library Service Project  
CONFERENCE PROMOTION KIT

The numbers below correspond with the numbers on the enclosed materials.

1. Flyers and brochures on the Institute -- Until the brochures are printed in October, the flyers will be the major promotion tool.

Suggested Use:

- (a) Post flyers on bulletin boards, etc. in major traffic areas.
- (b) Try to obtain a central distribution point(s) for flyers and brochures. Please be sure to obtain permission. For example, exhibit area, registration area, professional association membership booth, public library membership table, etc.
- (c) In addition to the distribution point(s) or if no distribution point is available, identify key committee meetings or major programs and have flyers available there.

2. Form requesting more information and an application form -- I hope you have the facilities to reproduce the request form; at other conferences it has proved most helpful in order for individuals to make a speedy and easy contact with the project office. To reduce reproduction costs, I have placed two forms on one sheet so that they can be cut apart.

Suggested Use: Combine with the flyer or brochure at the distribution point(s) or if handed out personally.

3. Blurb announcing the project and Institute.

Suggested Use:

- (a) Identify key conference sessions and obtain permission to make the announcement.
- (b) Try to get others to help you promote the Institute and make copies of the blurb for them.
- (c) Feel free to change the blurb to meet any particular needs for the conference you are attending. For example, if you have a central distribution point, add the location at the conference where attendees can obtain further information on the Institute.

4. Suggested cover letter for the blurb -- If you distribute the blurb to others, you may want to have a short explanation/introductory letter for those unfamiliar with the project. The one enclosed is to be used as a model only, for it was distributed at the ACA Congress.

Suggested Use:

- (a) Identify sessions which are likely to have in attendance those interested in the project.
- (b) Prepare envelopes for speakers or moderators and distribute the blurb prior to the scheduled meetings.

5. Correctional conferences ONLY -- If planning to attend a correctional conference, the blurb is worded slightly different. (Only the one, library or correctional, which applies will be included in your kit for a particular conference.) Also, for correctional conference kits there is an additional item entitled, "How to Get Into Correctional Conferences," which was compiled by the correctional members on the Project Planning Committee. It gives

librarians additional ideas for successfully promoting the Jail Project at correctional conferences.

6. Library conferences ONLY -- Since the Jail Project is sponsored by ASCLA, and since ASCLA needs new members, included are ASCLA membership brochures to be distributed at the conference. If you think you need more, let the project office or the ASCLA office know how many. Thanks for promoting ASCLA, too!
7. Appraisal Form -- So that the conference kit can be improved for future projects engaging in this type of promotion activity, and to help me collect information for the project reports to the Office of Education, please complete the enclosed appraisal form after you return from the conference.

Thank you, let the project office know if you need anything else and happy conference-going!

IMPROVING JAIL LIBRARY SERVICE  
A Higher Education Act, Title IIB Training Institute

(4)

*Cosponsored by:* American Library Association  
American Correctional Association  
National Jail Association  
National Sheriffs' Association  
Texas Criminal Justice Center  
The Fortune Society

*I would like to receive additional information on and an application form for the  
"Improving Jail Library Service Institute" to be held March 10-12, 1980, Huntsville, Texas*

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

*please return request to:* Connie House, Project Director  
Improving Jail Library Service Project  
American Library Association  
50 East Huron Street  
Chicago, IL 60611

IMPROVING JAIL LIBRARY SERVICE  
A Higher Education Act, Title IIB Training Institute

*Cosponsored by:* American Library Association  
American Correctional Association  
National Jail Association  
National Sheriffs' Association  
Texas Criminal Justice Center  
The Fortune Society

*I would like to receive additional information on and an application form for the  
"Improving Jail Library Service Institute" to be held March 10-12, 1980, Huntsville, Texas.*

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

*please return request to:* Connie House, Project Director  
Improving Jail Library Service Project  
American Library Association  
50 East Huron Street  
Chicago, IL 60611

One of the more exciting and far-reaching projects to be launched in the corrections profession this year is a one-year program designed to improve jail library service, sponsored by the American Library Association, with a grant from the Office of Education. This project is cosponsored by the American Correctional Association, National Jail Association, National Sheriffs Association and Fortune Society.

The project aims to make staff in corrections, librarianship and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel.

One of the highlights of this project will be a three-day institute scheduled for March 10-12, 1980, at the Texas Criminal Justice Center in Huntsville, Texas. The coordinator for the project is Connie House, formerly Library Coordinator for the Rehabilitative School Authority in Virginia. For more information about improving jail library services and the institute, contact Connie House, American Library Association, 50 East Huron Street, Chicago, Illinois 60611, or call (312) 944-6780.

## IMPROVING CORRECTIONAL LIBRARY SERVICES

One of the more exciting and far-reaching projects to be launched in the corrections profession this year is a one-year program designed to improve jail library service, sponsored by the American Library Association, American Correctional Association, National Jail Association, National Sheriffs' Association, Texas Criminal Justice Center and the Fortune Society. The program is possible with a grant from the U. S. Office of Education.

The project aims to make staff in corrections, librarianship and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel. Also, library services assist in meeting court mandates and complying with accreditation standards.

One of the highlights of this project will be a three-day training institute scheduled for March 10-12, 1980, at the Texas Criminal Justice Center in Huntsville, Texas. The director for the project is Connie House, formerly Library Coordinator for the Rehabilitative School Authority in Virginia. (Literature on the training institute is available at the ACA and the National Jail Association booths in the exhibit area.) ← *(this statement for ACA ONLY)*

For more information about improving jail library services and the institute, contact Connie House, American Library Association, 50 E. Huron, Chicago, IL 60611, or call (312) 944-6780.

ASSOCIATION OF SPECIALIZED AND COOPERATIVE LIBRARY AGENCIES

a division of the

# AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET CHICAGO ILLINOIS 60611 (312) 944 6780



August 17, 1979

Dear ACA Colleague,

As you are probably aware, the ACA, along with the American Library Association, National Jail Association, National Sheriffs' Association, Texas Criminal Justice Center and the Fortune Society, is cosponsoring a one year program designed to improve correctional library service. Dale Sechrest, ACA representative on the National Planning Committee for the project, requested I prepare a "blurb" for you to use in the promotion of the project during the Congress. This type of dissemination of information is vital for the success of the program.

Enclosed is the blurb Dale suggested I prepare. When you are participating in programs as a speaker, evaluator, moderator or convener, will you try to take a few minutes to make an announcement of the jointly sponsored project? Thank you very much and I look forward to seeing you during the Congress.

Cordially,

Connie House, Project Director  
Improving Jail Library Service Project

CH/bc

## HOW TO GET INTO CORRECTIONAL CONFERENCES

The ideas below were generated in small group work by the correctional Planning Committee members in Dallas, Texas.

1. Have a local contact to guide you at the conference
  - a. Join the organization - make a contact
  - b. Contact Executive Directors of local associations (list from the national organization)
  - c. Make your interest known in being informed about the conference.
2. Distribute materials
3. Go to "new comers lounge" or reception
4. Acquire materials
5. Contact program committees
6. Emphasize the diversity of library services and new library directions
7. Prepare a blurb for speakers to use in promoting the Institute

Improving Jail Library Service Project

CONFERENCE ATTENDANCE APPRAISAL FORM

Name of Conference Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Number Attending Conference: \_\_\_\_\_

Estimated number of people you reached with information concerning the project \_\_\_\_\_

Below please comment on the materials in the conference kit. Were you able to use each one? How was each used? Any other comments you may have.

Flyers and brochures

Request forms

Blurb (Did others help promote the institute in this way? How many?)

Cover letter (If you prepared one, please include a copy)

"How to Get Into Correctional Conferences" sheet (Was it helpful? How?)

Do you have suggestions for improving the conference kit?

Other comments:

Your name: \_\_\_\_\_

66

Return to Connie House, American Library Association, 50 E. Huron St., Chicago, IL 60611

Thank you!

PUBLICITY  
Library and Correctional Conferences

<u>Date</u>	<u>Conference</u>	<u>Attended by</u>	<u>Used "Kit"</u>
1. June, 1979	American Library Association Dallas, TX	Connie House Planning Committee members	No
2. August, 1979	American Correctional Association/ National Jail Association Philadelphia, PA	Connie House	No
3. August, 1979	Pacific Northwest Library Association Boise, ID	Alden Moberg	Yes
4. September, 1979	Ninth Annual Texas Jail Administration Conference Huntsville, TX	Connie House Linda Bayley Leni Greenfield	No
5. September, 1979	Northwest Regional Correctional Education Association Salem, OR	Alden Moberg	Yes
6. September, 1979	Western Correction Association Albuquerque, NM	Sandra Scott	Yes
7. September, 1979	Missouri Library Association Springfield, MO	Richard Miller	Yes
8. September, 1979	Arizona Library Association Phoenix, AZ	Jim Morgan Pat Moreno	Yes
9. October, 1979	Virginia Correctional Association Hampton, VA	Elizabeth Lewis	Yes
10. October, 1979	Nevada Library Association Elko, NV	Phyllis Dalton	Yes
11. October, 1979	Washington Library Media Association Yokima, WA	Sue Madden	No
12. October, 1979	Minnesota Correctional Association St. Paul, MN	Deb Meyer	Yes
13. October, 1979	Florida Library Association	Chris Kirby	Yes
14. October, 1979	National Juvenile Detention Association Overland Park, KS	Susan Loss	Yes
15. October, 1979	NIC Public Hearings Chicago, IL	Connie House	Yes
16. November, 1979	Midwest Federation of Library Associations Milwaukee, WI	Connie House	Yes

ATTACHMENT E - #4

64

65

66

# News Release: American Library Association

Public Information Office  
American Library Association  
50 East Huron Street  
Chicago, Illinois 60611  
312 944-6780

From: Ann Cuniff  
Peggy Barber, Director  
Public Information Office

FOR IMMEDIATE RELEASE

November 1979

## JAIL LIBRARY SERVICE INSTITUTE

A National Institute on Library Service to Jail Populations is scheduled for March 9 - 12, 1980, Texas Criminal Justice Center, Sam Houston State University, Huntsville, TX.

The training institute is the first component of the new Improving Jail Library Services Project, sponsored by the American Library Association's Association of Specialized and Cooperative Library Agencies. The institute will train 100 participants to develop skills and techniques through a joint-planning, joint participation approach, in the design and implementation of cooperative jail library services at the local, state, and regional levels. The project is cosponsored by the American Correctional Association, National Jail Association, National Sheriffs' Association, Fortune Society and the Texas Criminal Justice Center.

One of the major priorities of the institute is to make staff in librarianship, corrections and related fields more aware of the joint responsibility of both public libraries and jails in meeting the library and information needs of inmates and jail personnel. Applications from teams composed of two or three library personnel and jail staff, or public officials and library trustees, will be given first

- more -

add one: Jail Library Service Institute

consideration for the institute.

Individual applicants should represent one or more of the following target groups: public library or jail staff involved in or planning to initiate library services, corrections and library consultants with responsibility for jails, trainers and educators in library and correctional fields, correctional and library professional association members whose interests related to institutional library services.

Deadline for applications is December 31, 1979. For more information, and an application form, write or call Connie House, Director, Improving Jail Library Services Project, American Library Association, 50 East Huron, Chicago, IL 60611; (312) 944-6780.

- 30 -

Improving Jail Library Services  
 American Library Association  
 50 E. Huron  
 Chicago Illinois 60611

## A National Institute On Library Service To Jail Populations

Libraries are an important and vital resource in any community, and jail communities are no different. Prison populations and jail staff need information and recreation. One good way to meet these needs is through jail library services.

For several years librarians and jail staff who wanted to initiate jail library services didn't know how to begin, who to contact, or what materials were available. In an effort to teach how to provide better library services to local institutions, the Association of Specialized and Cooperative Library Agencies of the American Library Association has started a far-reaching innovative project entitled, *Improving Jail Library Services*. But, this program isn't just for librarians, it's for jailers, social workers, local officials, and anyone else who believes jail library services can provide the framework for overall improved education and rehabilitation of inmates and improved jail conditions and services.

The first component of the project will be A National Institute on Library Service to Jail Populations, March 9-12, 1980, Texas Criminal Justice Center, Sam Houston State University, Huntsville, Texas.

The Institute will train 100 participants who will develop skills and techniques through a joint-planning, joint participation approach, for the design and implementation of cooperative jail library services at the local, state and regional levels. Selected participants may later serve as trainers and resource people in state and regional replication workshops.

NON-PROFIT ORG.  
 U.S. POSTAGE  
 PAID  
 CHICAGO, ILL. 60611  
 Permit No. 1023

### **National Institute on Library Service To Jail Populations**

A Higher Education Act, Title IIB Training Institute

#### **Cosponsors**

American Library Association (project headquarters)

American Correctional Association

National Jail Association

National Sheriffs' Association

Fortune Society

Texas Criminal Justice Center

#### **Institute Goals**

The Institute is designed to achieve several things over a four day period

- increase the number of inmates receiving library services
- improve the ability of librarians to plan and provide appropriate service in cooperation with jail staff, and to provide training in cooperative planning, implementation, and evaluating jail library services
- provide a means for jails to comply with library service standards and court orders
- increase support for public library involvement in jail programs
- provide practitioners and trainers with field tested curriculum materials
- identify current status, future trends, model projects, needs of jail populations, funding sources

#### **Criteria For Institute Eligibility**

Another major goal of the Institute is to make staff in librarianship, corrections and related fields more aware of the joint responsibility of both public libraries and jails in meeting the library and information needs of inmates and jail personnel. **Teams** composed of two or three library personnel and jail staff, or public officials and library trustees will be given first consideration

**Individual applicants** should represent one or more of the following target groups

- public library or jail staff involved in or planning to initiate library service
- correctional and library consultants with responsibility for jails
- trainers and educators in library and correctional fields
- correctional and library professional association members whose interests relate to institutional library services

#### **Institute Information**

- 100 participants will be selected from applications and letters of intent, 20 alternates will be designated
- No degree requirement
- Continuing Education Certificates will be awarded
- There will be exhibits of recreational, survival skills, re-entry, legal and ABE-GED materials, as well as relevant films for previewing
- Participants are expected to attend all Institute sessions
- Participants will receive a practitioner's manual on planning and implementing specialized service programs

#### **Expenses**

- Participants will be responsible for travel and living expenses
- \$45.00 stipend is available
- Training is free

#### **Travel**

Ground transportation from Houston Intercontinental Airport to Huntsville will be provided at regular intervals on Sunday, March 9, and Wednesday afternoon, March 12. Participants can contact their respective state library institutional consultant concerning the availability of travel funds such as LSCA.

### Housing and Meals

University Hotel, Texas Criminal Justice Center  
Free parking is available

Single: \$12.50 Double (per person) \$8.75

Master Charge and Visa Cards accepted

Group meals are available at the Institute

Breakfast-\$3.00, Lunch-\$4.00, Dinner-\$6.00

Participants may also eat on campus

### Deadlines

Deadline for application December 31, 1979

Final selection of participants January 25, 1980

### Schedule of Events

March 9

Arrival

Registration

Reception and Keynote Speaker

March 10-12

Speakers, panels, small group work on topics such as

- how to start or expand service
- court orders and standards
- how to get \$\$\$\$
- benefits of service to jails, libraries, inmates
- resources in your state or region
- legal services
- security and the institution environment
- alternative modes of service
- needs assessments and surveys
- staff services
- cooperative policy setting
- problem identification and solving with correctional and library personnel and inmates
- re-entry and coping skills materials and services
- and much more

March, 12 noon

Presentation of Certificates

Adjournment

### Application To Attend Institute

Please print or type

Your application MUST include a letter of intent stating what you want to learn from the institute, what you can contribute, and indicate your interest in and level of commitment to State and Regional Replication Workshops based on the National Institute March 1980

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Institution or Agency \_\_\_\_\_

Title \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Application \_\_\_\_\_ on the other side

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Rhea Rubin  
Consultant  
Oklahoma

Jack Heard  
Sheriff  
Harris County  
Texas

Anthony James Delpopolo, Sr  
Professor  
Administration of Justice  
Northern Virginia Community College  
Virginia

Texas Department of Corrections  
inmate groups

Project Planning Committee

John F. Anderson Tucson Public Library  
James T. Black National Jail Association  
Joan Goddard San Jose Public Library  
Muriel Howick Northern Illinois University  
Marcus Kenter, Texas Criminal Justice Center  
Susan B. Madden King County Library System  
Harris McClaskoy University of Minnesota  
William A. Miles Buffalo and Erie County Public Library  
Richard Miller, Missouri State Library  
Peggy O. Donnell American Library Association  
Billy E. Paine National Sheriffs Association  
Linda Schexnaydre, Emporia State University  
Dale K. Sechrest American Correctional Association  
Ed Seidenberg Texas State Library  
Marnie Warner Massachusetts Board of Library Commissioners  
Bernard Williams Fortune Society  
Robert L. Wright University of Pittsburgh  
Sandra Cooper Project Staff American Library Association  
Connie House Project Staff American Library Association

**Send application to**  
**Connie House, Project Director**  
**Improving Jail Library Service Project**  
**American Library Association**  
**50 E. Huron St**  
**Chicago, IL 60611**  
**Phone (312) 944-6780**

70

j. Are you applying as a team? \_\_\_\_\_ yes \_\_\_\_\_ no

**Please list the other team members in your letter of intent**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEADLINE—applications must be returned by December 31, 1979.**

APPENDIX E - #7  
BROCHURE DISTRIBUTION

Project Office Distribution

Individuals requesting applications  
Public libraries with budgets over \$10,000  
County and Regional libraries  
State library institutional consultants  
ALA/ASCLA/Library Services to Prisoners' Section (LSP) membership  
State correctional planning agencies  
American Correctional Association (ACA) affiliates and chapters  
ACA/ALA Institutional Library Committee  
ACA Committee on Accreditation  
State sheriffs' associations  
State jail inspection program directors  
National Jail Association membership  
National Jail Managers Association membership  
ALA/ASCLA/LSP Jail Resolution Committee  
Library Science schools  
Criminal justice schools  
Criminal Justice periodicals  
Library periodicals

APPENDIX E - #8

ARTICLES & ANNOUNCEMENTS

NATIONAL INSTITUTE ON LIBRARY SERVICES TO JAIL POPULATIONS

Preliminary Articles & Announcements

Criminal Justice Publications:

Criminal Justice Newsletter. (Published by the National Council on Crime and Delinquency.) September 24, 1979.

On the Line. (American Correctional Association newsletter.) January, 1980.

Library Publications:

American Libraries. June, 1979.

Catholic Library World. November, 1979.

Channel DLS. (Wisconsin Division for Library Services Newsletter.)  
Nov. 5, 1979.

Currents. (Massachusetts Board of Library Commissioners Newsletter.)  
September, 1979.

Florida Libraries. March-April, 1980.

Institutional Services Quarterly. (Wisconsin Reference & Loan Library.)  
January-March, 1979.

Interface. (ASCLA Newsletter.) Fall, 1979.

Keystone. (Newsletter published by the Florida State Library.) August, 1979.

LJ/SLJ Hotline. October 29, 1979.

Library Communique. (Louisiana State Library Newsletter.) September 30, 1979.

Library Journal. January 15, 1980.

MPLA Newsletter. October, 1979.

The Public Library Trustee. November, 1979.

SCRLC Reports. (A Newsletter of the South Central Research Library Council.)  
July/August, 1979.

Watermark. (Oregon State Library Newsletter.) July, August, 1979.

Other Publications:

Presstime. (Journal of the American Newspaper Publishers Association.)  
November, 1979.

The Written Word. (Newsletter of literacy project of the American  
Association of Advertising Agencies.) October, 1979.

Publications with Reports of National Institute

Keystone. (Newsletter of the Florida State Library.) April/May, 1980.  
Issue is devoted to reports on the National Institute by participants  
from Florida.

Newsletter: Coalition to Restore Quality Library Service. May, 1980.  
Report on National Institute and California follow-up activities by  
institute participant.

Oregon Library News. April, 1980.  
Brief report on National Institute.

West Virginia Libraries. Summer, 1980.  
Report on the National Institute by institute participant.

APPENDIX F

PLANNING COMMITTEE

IMPROVING JAIL LIBRARY SERVICE PROJECT

CORRECTIONS

James T. Black (President, National Jail Association)  
Security Officer  
D. C. Department of Corrections  
Room 1106, 614 H Street, N.W.  
Washington, D.C. 20001  
Office: (202) 727-3734 or 3735

Judy Glass, Counselor (The Fortune Society)  
The Fortune Society  
229 Park Avenue South  
New York, NY 10003

Marcus Kenter (Texas Criminal Justice Center)  
Elkins Lake Box 138  
Huntsville, Texas  
Office: (713) 295-6211 ext. 1693  
Home: (713) 291-2348

Billy E. Paine (National Sheriffs Association)  
(Sheriff of Hardin County, TX)  
P.O. Box 516  
Kountze, TX 77625  
Office: (713) 246-3441  
Home: (713) 385-3119

Dr. Dale K. Sechrest (American Correctional Association)  
Director  
Correctional Standards Program  
American Correctional Association  
4321 Hartwick Road, Suite L-208  
College Park, MD 20740  
Office: (301) 277-4311  
Home: (301) 948-2488

Bernard Williams (exoffender)  
906 S. Pumphrey, #1  
Oak Park, IL 60304

## LIBRARIES

John F. Anderson (Public Library Association)

Director

Tucson Public Library

Administrative Offices

P.O. Box 27470

Tucson, AZ 85726

Office: (602) 791-4391

Home: (602) 297-3805

Joan Goddard (LSPS Survey on Library Service to Local Institutions Committee)

1171 West Latimer

Campbell, CA 95008

Office: (408) 277-4890

Home: (408) 374-4697

William A. Miles

Assistant Deputy Director

Buffalo and Erie County Public Library

Lafayette Square

Buffalo, NY 14203

Office: (716) 856-7525 ext. 216 or 261

Home: (716) 836-8284

Richard Miller (LSPS Service to Local Jails Resolution Committee)

Coordinator of Development of Special Library Service

Missouri State Library

P.O. Box 387

Jefferson City, MO 65102

Ed Seidenberg

Consultant

Texas State Library

Box 12927

Austin, TX 78711

Office: (512) 475-119

Home: (512) 472-5961

Marnie Warner

Consultant on Outreach

Massachusetts Board of Library Commissioners

648 Beacon Street

Boston, MA 02215

Office: (617) 267-9400 ext. 58

Robert L. Wright

5501 Howe Street

Pittsburgh, PA 15232

Office: (412) 624-5234

Home: (412) 681-4145

## CURRICULUM GUIDE CONSULTANTS

Dr. Harris C. McClaskey  
(Associate Professor, Library School,  
University of Minnesota)  
1429 East River Road  
Minneapolis, MN 55414  
Office: (612) 373-5993  
(612) 373-3100  
Home: (612) 335-3389

Susan B. Madden  
Coordinator of YA Services  
King County Library System  
300 - 8th Avenue North  
Seattle, WA 98109  
Office: (206) 344-7455  
Home: (206) 782-4494

Linda Schexnaydre (author of Trainer's Guide)  
School of Library Science  
Emporia State University  
Emporia, KS 66801  
Office: (316) 343-1200 ext. 233 or 203  
Home: (316) 343-6953

## DIMENSIONS STAFF (authors of curriculum guide)

Linda Bayley  
2405 Dip Cove  
Austin, TX 78704  
Home: (512) 443-8286

Leni Greenfield  
6108 Janey Drive  
Austin, TX 78731  
Home: (512) 454-9962

Flynn Nogueira  
(Dimensions)  
3403 Bridle Path  
Austin, TX 78703  
Home: (512) 476-4667

## EVALUATORS

Peggy O'Donnell (Training)  
American Library Association  
50 East Huron Street  
Chicago, IL 60611  
Office: (312) 944-6780 ext. 229  
Home: (312) 528-0159

EVALUATORS (cont.)

Muriel M. Howick (Curriculum Guide)  
1340 Chestnut Avenue  
Wilmette, IL 60091  
Office: (815) 753-1442  
Home: (312) 256-5197

U. S. OFFICE OF EDUCATION - PROJECT OFFICERS

Frank A. Stevens (Training Component)  
Chief, Library Education & Postsecondary Resources Branch  
Division of Library Programs  
Office of Libraries and Learning Resources  
U. S. Office of Education - ATTN: Room 3622, ROB #3  
7th and D Streets, S.W.  
Washington, D.C. 20202  
Office: (202) 245-9530  
(202) 245-9801

Henry Drennan (Curriculum Materials Component)  
Research and Demonstration Branch  
Office of Libraries and Learning Resources  
U. S. Office of Education - ROB #3  
7th and D Streets, S.W.  
Washington, D.C. 20202  
Office: (202) 245-2994

PROJECT STAFF

Connie House, Project Director  
American Library Association  
50 East Huron Street  
Chicago, IL 60611  
Office: (312) 944-6780 ext. 313

Sandra M. Cooper, ASCLA Executive Secretary  
American Library Association  
50 East Huron Street  
Chicago, IL 60611  
Office: (312) 944-6780 ext. 309

6/79  
Rev. 10/79

## APPENDIX G

### PRELIMINARY INFORMATION - INSTITUTE

- #1 - Profile of Applicants (January, 1980)
- #2 - Applicants' Needs and Expectations
- #3 - Revised Training Objectives
- #4 - Revised Training Design
- #5 - Criteria for Selection

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Profile of Applicants

TOTAL APPLICANTS: 170

GEOGRAPHIC DISTRIBUTION: 83 states, Washington D. C., 2 territories

STATES NOT REPRESENTED: Alaska, Delaware, Idaho, Iowa, Montana, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Vermont, Wyoming

TOTAL NUMBER TEAMS: 45

TOTAL TEAM MEMBERS: 113

TEAM GEOGRAPHIC DISTRIBUTION: 26 states, 2 territories

TEAM COMPOSITION:     2 member teams - 33  
                              3 member teams - 6  
                              4 member teams - 6  
                              5 member teams - 1

TOTAL LIBRARIANS: 116

TOTAL CORRECTIONAL PERSONNEL: 44

TOTAL OTHER PERSONNEL: 10

\*SERVICE AREAS:     local facilities - 10  
                              state facilities - 28  
                              federal facilities - 6  
                              youth services - 25  
                              all - 25

LIBRARY PERSONNEL:     Prior experience - 100  
                              No experience - 16

\*Employed by: Local public - 63  
                              Regional/System - 12  
                              County/City jail - 11  
                              State - 28  
                              Federal - 2

\*Service Function: Public outreach - 66  
                              Volunteer services - 3  
                              Administrative/supervisory - 29  
                              Trustee - 1  
                              Legal services - 20  
                              Educational services - 10  
                              State library - 16  
                              State facility - 13  
                              Federal facility - 3

CORRECTIONAL PERSONNEL: Prior experience - 18  
No experience - 11

\*Employed by: Local - 20  
State - 9  
Federal - 4

\*Service function: Security officer - 6  
Administrative officer - 6  
Inmate services - 20  
Planner - 6  
Trainer - 6

OTHER PERSONNEL: Prior experience - 4  
No experience - 3

\*\*AVERAGE DAILY POPULATION:

10-30	--	12
31-50	--	5
51-70	--	10
71-100	--	17
101-150	--	12
151-300	--	24
301-400	--	17
401-500	--	9
500-1000	--	13
1000 plus	--	13

OTHER PROFILE INFO: Type of service (rotating collection, bookmobile, in-house library) -

The type of service was not always discussed in the letter of intent, but for those who did describe their service, the greater percentage work either full time or part time in in-house libraries.

\* This data may not be completely accurate because it was not required information on the application form. It was taken by analyzing the letters of intent. For most applicants this information was easily identified, but with a number of applications this type of information was coming or not included.

\*\* Does not reflect a completely accurate ADP of facilities represented. (1) Some people did not fill in the information, (2) various applicants serve several facilities and gave only a total ADP for all facilities. It should be noted that this question was inapplicable for all consultants and planners.

NEEDS/EXPECTATIONS IDENTIFIED BY APPLICANTS

First Level of Priority Needs

1. Expand or improve present service
2. Communicate with others in field
3. Funding resources (for continuation or expansion of services)
4. Materials selection to meet inmate needs/interests
5. Identifying needs/interests
6. Better cooperation in jail with staff and inmates
7. Effective publicity - community, jail, inmates
8. Legal services
9. Standards for jails
10. Reentry services
11. Educational services
12. Local, state, national resources available

Second Level of Needs

ABC'S of jail service

Consulting/offering technical assistance to field

Trends/recent developments and materials

Alternative programs i.e. media, games, etc.

Planning for new jail facility

Third Level of Needs

Lack of inmate access to services and materials

Court orders - legal responsibilities

Staff needs

Evaluation methods

Training Objectives

After participation in the three-day National Institute on Library Service to Jail Populations, the library and correctional participants will be able to:

- I. identify the pros and cons of various service options for expanding their programs based on the needs within the facility and the resources available to them.

NOTES: *In order to plan for options and effectively produce services participants will need to be aware of certain information.*

- A. cite people, organizations or agencies they can contact for assistance in expanding their services.

NOTES: *Because of various constraints, budget, staffing, support, they need to know possible resources before planning for expanded services.*

1. cite at least two resources, other than participants, from whom they can request technical assistance.

NOTES: *Within their knowledge of resources they also need to learn who to contact for assistance (1) in the planning process, and (2) for problem.*

2. discuss other participants' programs and the possibility of incorporating similar programs into their own.

NOTES: *Other participants can offer technical assistance. One of the best methods to learn of realistic options/alternatives for delivery is from others' trial and error experiences. Also, communication with others in the field is one of the top priority expectations of participants.*

- B. plan services to assist the facility in the application of state and national jail standards.

NOTES: *This is a good, solid professional approach to selecting options of service. It is beneficial to the jail and therefore, increases staff cooperation -- which may have the long-range effect of additional budget allocations!*

- C. select a variety of formats of materials to better meet the needs and interests of inmates, and discuss the pros and cons of each.

NOTES: *After the initial planning process, choosing the option and resources, one must know how to engage effectively in problem-solving with security on various formats.*

- D. identify various modes of delivery for their services within the the defined barriers and limitations of their facilities.

NOTES: *One must define the barriers, but not base the services on the barriers. It may be possible to change barriers/limitations if service is well-planned. These services will be a benefit to inmates and the jail.*

- E. identify techniques for assessing the library needs and interests of inmates and staff on a continuing basis.

NOTES: Academically a needs assessment should come first, but in initiating new options (and a new service), one can not always rely on the results for the total definition of the service and materials. Many times the patrons (inmates and staff) do not have the prior knowledge of the possibilities for services. They may know their needs, but they fill out the survey based on their knowledge and attitudes of libraries in general. On the other hand, if present service is popular and well used, a needs assessment can be relied on to a greater extent in the initial planning process. The assessment is a good evaluation tool for services, as well as a good PR tool with inmates.

- II. discuss techniques in solving or preventing internal problems created by lack of cooperation, interest and understanding from correctional staff (for librarian) or from librarians (for correctional staff) or from inmates (for both).

NOTES: The best of plans and ideas are no good without the support of staff and use by inmates.

- A. discuss service possibilities for supporting the various components within their facilities.

NOTES: A correctional library should be a part of the total institution. There are many possibilities for support services for other institutional components. Not only is this beneficial for the facility, but also it is one of the best ways to gain staff cooperation and respect.

- B. engage effectively in group planning activities and problem solving that includes correctional staff, librarians and inmates.

NOTES: It is vital to learn how to work effectively together because they all have to "live" together. There will be problem-solving situations throughout the institute.

- III. discuss methods of obtaining public support of the jail program.

NOTES: If the library program helps increase public support, the jail benefits, and the library program gains a higher priority with jail staff. Also, if there is public support, it can be easier to expand services. BUT, first, everyone inside needs to know how to exist better together!

- IV. cite sources of funds on the local, state and national level that might be used to initiate or expand jail library service, and identify who they would contact about the availability of these funds.

NOTES: Although it is necessary to have information on funding this is the last objecting because of the realities. There is not alot of money available for jail library services. The quality of library services must be raised in order to "deserve" more dollars. (sad, but true)

## NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

March 9-12, 1980

Texas Criminal Justice Center  
Sam Houston State University  
Huntsville, Texas

## TRAINING DESIGN

SATURDAY, MARCH 8

3:00-6:00PM Small Group Facilitators orientation and training session. (This meeting is for facilitators only.)

SUNDAY, MARCH 9

9:00-12:00 Continue small group facilitators training session.

1:00-4:00 Project staff, conference speakers, trainers, small group resource people and evaluator briefing session.

4:00-5:00 Contributors briefing session.

1:00-5:00 Participant registration Hotel Lobby

Packets for participants will include materials pertaining to their respective states (ie. jail standards, resource lists). The Jail Library Planning and Implementation Guide will be handed out with a cover note which includes reading assignments for each day's activities.

2:00-6:00 Tours of Criminal Justice Center Hotel Lobby  
30 minute tours to familiarize participants with the facility.

6:30 Dinner Hotel Concourse

SESSION I The Jail and The Library Hotel Concourse

7:30-7:40 Welcome  
Marcus Kenter, Coordinator of Continuing Education  
Texas Criminal Justice Center

7:40-8:00 Improving Jail Library Service Project  
Connie House, Project Director  
American Library Association

Opening Addresses

8:00-8:30

"Overview of the Jail - Trends and Issues"  
 Sheriff John R. Newhart, NJA President  
 Chesapeake Sheriff's Office  
 Chesapeake, Virginia

8:30-9:00

"Overview of Jail Library Service - Trends and Issues"  
 Rhea Rubin, Library Consultant  
 Norman, Oklahoma

Each speaker will identify trends and issues in his/her respective fields. "Solutions" will not be offered because participants will explore their own alternatives in later training sessions.

Handout materials will be explained at relevant points.

Closing Remarks

9:00-9:15

Training Institute Overview  
 Nate Caldwell, Corrections Program Specialist  
 National Institute of Corrections Jail Center  
 Boulder, Colorado

MONDAY, MARCH 10

7:00

Breakfast

Hotel Concourse

8:00-8:10

Opening Remarks

Upper Auditorium

8:10-8:25

Jail Library Planning and Implementation Guide  
 Linda Schenck, Faculty Member  
 School of Library Science  
 Emporia State University  
 Emporia, Kansas

Overall introduction of the Guide and description of its intent, target audience and use during the training.

8:25-8:35

Evaluation Comments  
 Peggy O'Donnell, Project Evaluator  
 American Library Association

8:35-9:45

Small Group Orientation Meetings

Assigned Rooms

Participants will be assigned to small groups according to their average daily populations, 10-50, 50-100, 100-600, 600 plus. These initial meetings will include introductions, brief orientation on planned group process and the group's identification of trends/issues which will be reported to the large group later.

In order to develop cohesiveness and facilitate group work, each small group and facilitator will sit together in all sessions in the auditorium.

10:15-10:30 Brief report on the trends and issues identified in small group orientation, and comparison with trends and issues from evening before. Upper Auditorium

SESSION II Our Patrons Speak

This is the only day IDC inmates will be present to serve as resource people.

10:30-11:10 "An Inside View: Bars and The Library"  
Bernard Williams, Project Planning Committee  
Chicago, Illinois

Exoffender will give an overview of needed services. In relating some of the trends and issues identified in the opening addresses, this speaker will comment on aspects of service the library usually does not provide.

Handout materials and relevant exhibits will be pointed out.

11:10-12:00 Small group work - groups will be instructed to compile a short list of questions in order to conduct verbal interviews (one method of assessing information and reading needs). Each group will interview at least 2 inmate or exoffender resource people.

12:00-1:00 Lunch Hotel Concourse

1:00-1:30 "Assessing Library and Information Needs" Upper Auditorium  
Christine L. Kirby, Public Library Consultant  
State Library of Florida  
Tallahassee, Florida

Speaker will present the needs for and pros and cons of interest surveys, while utilizing Chapter 5 of the Guide. General comments will incorporate information in Chapter 7, also.

The optional evening activity for Tuesday will be announced.

SESSION III Looking at Service Programs Upper Auditorium

Each presentation will be a 10-15 minute talk on one of the programs participants identified in their priority training needs. Presentors will cover the justification of the service, pros and cons, and possible methods of producing the service. Participants will write their questions for each of the programs described by presentors. Handout materials and relevant exhibits will be pointed out.

1:30-1:50 Reentry Services  
Ned Rolfe, Executive Director  
Offender Preparation & Employment, Inc.  
Dallas, Texas

- 1:50-2:15 Educational Services  
John Knoll, Assistant Director of Adult Detention  
Bexar County Adult Detention Center  
San Antonio, Texas
- 2:15-2:35 Staff Services  
Richard Miller, Institutional Consultant  
Missouri State Library  
Jefferson City, Missouri
- 2:35-3:00 Legal Services  
Victor Yipp, Assistant Attorney General  
State of Illinois  
Chicago, Illinois  
Speaker will cover court decisions affecting jails, the responsibility to provide legal service, the advocacy role of the librarian and possible methods of delivering the service.
- 3:00-3:30 Coffee Break Room 208-09  
Participants' written questions will be collected. Trainers weed through to eliminate duplicates. Each facilitator takes questions for following small group work activity.
- 3:30-4:00 Small Group Work - Each group will be assigned a service program. The questions from participants will be prioritized for presenting to the resource speakers.
- 4:00-4:30 Question and answer session
- 4:30-6:00 SESSION IV Problems We Face  
Small Group Work - Each group will participate in identifying and solving typical problems (ie. censorship questions, lack of staff cooperation, legal issues, etc.) Portions of the Guide which relate to problems and issues will be used, for example chapters 6 & 7. Assigned Rooms  
The first two activities in the action planning worksheets will be utilized, "problem identification" and "ideal solution." Participants will become somewhat familiar with the planning process and worksheets to be used later when writing their own action plans.  
The results of each group activity will be posted in Room 208-09 so that each problem discussed and solution reached will be available to all participants.
- 6:30 Dinner Hotel Concourse
- 7:30 Debriefing session for trainers.

TUESDAY, MARCH 11

7:00	Breakfast	Hotel Concourse
	<u>SESSION V      Support For Your Program</u>	Upper Auditorium
	<p>Local, state and national resources for programs, funding and technical assistance will be presented. With the exception of "Hustling," all short presentations will give an overview of the types of resources available.</p> <p>Participants will jot down their questions as presentations are given.</p>	
8:00-8:10	Opening Remarks	Upper Auditorium
8:10-9:10	<p>"Hustling"</p> <p>Gary Hill, President CONTACT, Inc. Lincoln, Nebraska</p> <p>A large group work session on utilizing local resources.</p>	
9:10-9:25	<p>The County Scene</p> <p>Joann DiGennaro Fairfax County Public Library Board of Trustees Virginia State Board of Corrections Falls Church, Virginia</p>	
9:25-9:40	<p>State Library Agencies</p> <p>James C. Partridge, Jr., Specialist Institutional Library Service Maryland State Department of Education Baltimore, Maryland</p>	
9:40-10:00	<p>State Educational Agencies</p> <p>John Knoll, Assistant Director of Adult Detention Bexar County Adult Detention Center San Antonio, Texas</p>	
10:00-10:30	Coffee Break	Room 208-09
10:30-10:40	<p>National Endowment for the Humanities</p> <p>M. Sammie Miller, Humanist Administrator National Endowment for the Humanities Washington, D.C.</p>	
10:40-10:50	<p>Office of Education</p> <p>Henry Drennen, Research and Demonstration Branch U.S. Office of Education Washington, D.C.</p>	
10:50-11:00	<p>National Institute of Corrections Jail Center</p> <p>Nate Caldwell, Corrections Program Specialist NIC Jail Center Boulder, Colorado</p>	
-11:00	Question and Answer Session	

11:30-12:00	Action Planning Nate Caldwell, Corrections Program Specialist NIC Jail Center Boulder, Colorado	
12:00-1:00	Lunch	Hotel Concourse
1:00-3:00	Small Group Work - Action Planning	Assigned Rooms
3:00-3:30	Coffee Break	Room 208-09
3:30-5:00	Small Group Work - Action Planning	Assigned Rooms
6:00	Dinner - Texas Night	Goree Unit, Texas Department of Corrections
7:00-8:30	Optional Activities Informal Consultation and Technical Assistance  Trainers, consultants and resource people will be available to participants.  Your Interest Survey Resource people will assist participants who want to write survey instruments for their facilities.	Goree Clubhouse
8:30	Debriefing session for trainers.	

WEDNESDAY, MARCH 12

7:00	Breakfast	Hotel Concourse
	<u>SESSION VI      The Future</u>	Upper Auditorium
8:00-8:20	Opening Remarks Summary comments on previous day's activities	
8:20-8:50	"Standards and Accreditation" Wayne Patterson, Director of Corrections and Undersheriff Denver County Jail Denver, Colorado  Speaker will discuss national and state jail standards, the accreditation process and the impact on the jail. The library standards in the ACA Manual of Standards for Local Detention Facilities will be discussed. Each participant will receive a copy of the library standards.	

- 8:50-9:10 "Making Standards Work For You"  
Phyllis Dalton, Free Lance Library Consultant  
Las Vegas, Nevada  
Points from earlier sessions concerning the library as a resource center for the entire jail will be summarized. The following small group activity will be described.
- 9:10-10:00 Small Group Work  
Sections of the ACA Manual of Standards for Local Detention Facilities will be assigned each small group who will identify possibilities for supporting other components of the facility through library services. Using ideas learned in the training sessions, they will write a short plan of service for each standard identified. Example sheets will be available to facilitate this activity.  
  
Each group will quickly report the standards identified in its work.
- 10:00-10:30 Coffee Break Room 208-09
- 10:30-11:30 Regional and State Workshop Planning Rooms to be assigned  
Small Group Work  
Participants will be assigned to groups for planning regional follow up workshops. Each team or individual participant will complete worksheets indicating their plans and the levels of commitment to workshops. A combined regional plan will be projected from the information collected from the worksheets.
- 11:30-12:00 Wrap-up and Evaluation Upper Auditorium  
  
Peggy O'Donnell, Project Evaluator  
American Library Association  
  
Connie House, Project Director  
American Library Association
- 12:00-1:00 Lunch Hotel Concourse  
Presentation of Certificates  
  
Adjournment
- 2:00-4:00 Debriefing for speakers, trainers, resource people and project staff.

CRITERIA FOR PARTICIPANT SELECTION  
NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

EXTERNAL CRITERIA (printed in the brochure)

TEAMS composed of two or three library personnel and jail staff, or public officials and library trustees will be given first consideration.

INDIVIDUAL APPLICANTS should represent one or more of the following target groups:

- . public library or jail staff involved in or planning to initiate library service
- . correctional and library consultants with responsibility for jails
- . trainers and educators in library and correctional fields
- . correctional and library professional association members whose interests relate to institutional library services.

INTERNAL CRITERIA (Planning Committee criteria for selection process)

1. Teams - good teams given first priority, not excluding the remaining criteria

*NOTE: Remaining criteria have NO priority order*

2. Power to implement
3. Even geographical distribution with representation from each state or region with jails (emphasis on state with large number of jails and jail populations - see attached Table)
4. Representatives of jails/libraries of varying sizes and inmate populations, and from varying backgrounds
5. Proven commitment from related activities (see Letters of Intent)
6. Organizational (association, library, etc.) support
7. Trainers in library and corrections fields
8. Ratios of types of participants - minorities, jail vs. library, etc.
9. Public library staff involved in jail services
10. Priority to library systems for increased likelihood of widespread implementation
11. Professional association members who are members of institutional library service committees, jail committees, or other related groups

Table 3. Number of jails and jail inmates, by region and State and by inmate sex, legal status (adult or juvenile), and ratio to general population, 1974

Region and State	Jails	Inmates									Rate per 100,000 population
		All inmates			Adults			Juveniles			
		Total	Male	Female	Total	Male	Female	Total	Male	Female	
United States, Total	3,493	154,391	148,839	9,555	150,743	147,506	9,277	1,611	1,333	278	76
Northeast	207	24,229	23,039	1,189	21,129	22,984	1,145	99	55	44	54
Maine	13	325	316	9	319	310	9	6	6	0	30
New Hampshire	11	370	347	23	362	340	22	8	7	1	43
Vermont*	...	...	...	...	...	...	...	...	...	...	...
Massachusetts	15	2,317	2,241	36	2,317	2,281	36	0	0	0	40
Rhode Island*	...	...	...	...	...	...	...	...	...	...	...
Connecticut*	...	...	...	...	...	...	...	...	...	...	...
New York	72	10,936	10,302	634	10,352	10,261	591	81	41	43	61
New Jersey	28	3,873	3,648	225	3,673	3,648	225	0	0	0	53
Pennsylvania	68	6,407	6,145	262	6,406	6,144	262	1	1	0	54
North Central	1,012	28,452	26,687	1,765	27,237	26,255	1,081	515	431	81	49
Ohio	150	5,465	5,109	356	5,177	5,033	342	83	71	14	51
Indiana	90	2,463	2,334	119	2,301	2,200	101	152	131	13	46
Illinois	100	5,781	5,499	282	5,753	5,476	282	23	23	0	52
Michigan	93	5,729	5,282	447	5,708	5,267	446	21	20	1	63
Wisconsin	70	1,924	1,806	120	1,846	1,767	97	62	39	23	41
Minnesota	65	1,517	1,451	66	1,504	1,421	83	13	10	3	38
Iowa	91	1,664	1,611	53	1,654	1,603	51	10	8	2	23
Missouri	137	2,849	2,668	181	2,829	2,652	177	20	16	4	60
North Dakota	39	118	105	13	117	105	12	1	0	1	18
South Dakota	44	276	258	18	253	243	10	23	15	8	40
Nebraska	77	616	647	29	613	611	27	38	36	2	44
Kansas	86	993	917	61	934	881	53	64	56	8	43
South	1,678	67,444	63,992	3,452	64,775	63,120	3,355	669	572	97	95
Delaware*	...	...	...	...	...	...	...	...	...	...	...
Maryland	25	3,553	3,418	135	3,533	3,418	135	0	0	0	86
District of Columbia	2	1,107	1,292	115	1,407	1,297	115	0	0	0	204
Virginia	92	4,232	4,059	173	4,077	3,907	170	155	152	3	94
West Virginia	51	1,056	1,017	49	1,044	996	48	22	21	1	57
North Carolina	95	2,798	2,635	163	2,755	2,615	151	12	10	12	91
South Carolina	68	2,362	2,281	81	2,355	2,256	72	31	25	9	84
Georgia	223	8,273	7,913	360	8,243	7,925	344	9	8	1	165
Florida	112	10,305	9,615	690	10,261	9,576	687	42	39	3	122
Kentucky	111	2,149	2,024	125	2,033	1,968	121	60	56	4	62
Tennessee	111	4,553	4,370	223	4,432	4,287	205	61	43	18	106
Alabama	108	5,019	4,903	146	5,027	4,883	144	22	20	2	137
Mississippi	91	2,427	2,310	117	2,359	2,260	99	68	50	13	102
Arkansas	92	1,331	1,261	73	1,277	1,211	66	57	50	7	62
Louisiana	93	5,232	4,996	236	5,217	4,985	232	15	11	4	134
Oklahoma	102	1,701	1,550	154	1,645	1,524	147	28	21	7	81
Texas	136	10,995	10,368	627	10,751	10,312	619	64	56	8	36
West	566	38,270	35,171	3,149	37,312	34,846	3,096	328	275	53	100
Montana	58	321	304	20	314	289	15	20	15	5	43
Idaho	43	539	508	31	493	477	21	41	31	10	62
Wyoming	31	268	243	25	244	230	14	24	13	11	66
Colorado	61	1,641	1,594	47	1,674	1,576	82	23	22	1	65
New Mexico	38	791	741	51	755	711	44	39	30	9	67
Arizona	39	2,591	2,163	358	2,344	2,150	314	17	13	4	169
Utah	24	676	643	31	675	642	33	1	1	0	53
Nevada	22	912	921	91	936	910	86	16	11	5	143
Washington	59	2,453	2,273	180	2,377	2,257	180	14	15	0	64
Oregon	44	1,872	1,750	122	1,755	1,737	118	17	13	4	78
California	135	26,206	24,036	2,170	25,035	23,927	2,166	115	103	12	120
Alaska	6	44	41	3	43	40	3	1	1	0	11
Hawaii*	...	...	...	...	...	...	...	...	...	...	...

\*Five States—Connecticut, Delaware, Hawaii, Rhode Island, and Vermont—had integrated jail-prison systems and, therefore, were excluded in calculating the rate of inmates per 100,000 population at the regional and national levels. Alaska, which had a locally operated jail in addition to an integrated jail-prison system, was included in the calculation.

APPENDIX H

ADVISORY GROUP

IMPROVING JAIL LIBRARY SERVICE PROJECT

Paul Bailey (National Jail Managers Association)  
Detention Services  
L.V.M.P.O. Detention  
200 E. Carson Avenue  
Las Vegas, NV 89101  
Office: (702) 386-3236

Dr. Lesta N. Burt, Director  
Library Science Department  
Sam Houston State University  
P.O. Box 2236  
Huntsville, TX 77341  
Office: (713) 295-6211 ext. 1151, 1152, 1149

Nate Caldwell  
Correctional Program Specialist  
National Institute of Corrections Jail Center  
P.O. Box 9130  
Boulder, CO 80301  
Office: (303) 443-7050

Jean E. Coleman  
Office for Library Service to The Disadvantaged  
American Library Association  
50 East Huron Street  
Chicago, IL 60611  
Office: (312) 944-6780 ext. 261

Catharine Cook  
Institutional Consultant  
Oklahoma Department of Libraries  
200 N.E. 18th Street  
Oklahoma City, OK 73105

Patrick M. Crowling, Jr., Attorney  
White, Cabell, Paris & Lowenstein  
523 E. Main Street  
Richmond, VA 23219

Phyllis L. Dalton (Free Lance Library Consultant)  
850 E. Desert Inn Road  
Apt. 1101  
Las Vegas, NV 89109  
Home: (702) 732-4793

Anthony J. DelPopolo, Sr.  
(Criminal Justice Professor)  
(Northern Virginia Community College)  
1611 - 8th Place  
McLean, VA 22101  
Office: (703) 323-3256

Gary Hill, President  
CONTACT, Inc.  
Box 81826  
Lincoln, NE 68501  
Office: (402) 464-0602

Zoia Horn  
2221 Parker Street  
Berkeley, CA 94704

Christine L. Kirby  
Public Library Consultant  
(Special Clientele)  
R. A. Gray Building  
Tallahassee, FL 32301  
Office: (904) 487-2651

John K. Lohrstorfer  
(Chairman, Library Services to Prisoners Section)  
Institutions Library Coordinator  
DuPage Library System  
P.O. Box 268  
Geneva, IL 60134  
Office: (312) 232-8457

Susan Loss, Institutionalized Youth  
Office of Library Services  
Colorado Department of Education  
State Library Building  
1362 Lincoln  
Denver, CO 80203  
Office: (303) 839-2174

Alden Moberg  
Institutional Library Consultant  
Oregon State Library  
Salem, OR 97310  
Office: (503) 378-2317

Art Moen (Assistant Correctional Librarian,  
Pontiac Correctional Center)  
416 W. Livingston  
Pontiac, IL 61764  
Office: (815) 842-2547 ext. 390

Barbara Nors  
Educational Program Assistant  
Texas Criminal Justice Center  
Sam Houston State University  
Office of Continuing Education  
Huntsville, TX 77341  
Office: (713) 295-6211

Julian Pugh  
Chief, Transportation and Records  
Classification and Records Unit  
Department of Corrections  
P.O. Box 26963  
Richmond, VA 23261  
Office: (804) 257-0121

Linda Robinson  
Institutional Librarian Specialist  
Queens Borough Public Library  
89-11 Merrick Boulevard  
Jamaica, NY 11355  
Office: (212) 990-0803

Rhea J. Rubin (National Council on Aging)  
1105 Westbrooke Terrace  
Norman, OK 73069  
Home: (405) 360-5894

Sandra Scott  
Coordinator of Library Services  
N. M. Corrections Division  
Penitentiary of New Mexico  
P.O. Box 1059  
Santa Fe, NM 87503

David D. Smith  
(Cook County Jail)  
1546 N. Wieland  
Chicago, IL 60610  
Home: (312) 642-2541

Chris Tracy (President, Correctional Education Association)  
Assistant Superintendent  
Windham School District  
Texas Department of Corrections  
P.O. Box 40  
Huntsville, TX 77340  
Office: (713) 295-6371

Frances E. de Usabel  
Institutional Services Librarian  
Bureau of Reference and Loan Services  
2109 Stoughton Road  
Madison, WI 53716  
Office: (608) 266-1077

Jesse Watson, Jr.  
Law Library Assistant  
Staunton Correctional Center  
Box 3500  
Staunton, VA 24401

R. Bernard Welmaker  
(Branch Programs, Atlanta Public Library)  
2353 Ozark, S.W.  
Atlanta, GA 30331  
Home: (404) 344-1604

APPENDIX I

EVALUATION FORMS

- #1 - Prequestionnaire
- #2 - Institute Reactionnaires
- #3 - Final Evaluation Questionnaire
- #4 - Follow-up Questionnaires

APPENDIX I - #1

National Institute on Library Service  
to Jail Populations

Pre Questionnaire

\_\_\_\_\_ (Last three digits of your Social Security number)

1. Are you employed in a \_\_\_\_\_ Library  
\_\_\_\_\_ Correctional Facility  
\_\_\_\_\_ Other \_\_\_\_\_
2. Have you ever provided library service for jails? \_\_\_\_\_ Yes  
\_\_\_\_\_ No
3. Are you presently providing any type of library \_\_\_\_\_ Yes  
service to a jail? (If no, please skip to \_\_\_\_\_ No  
question #7.)
4. Would you please check which of the following programs your service  
provides.  
\_\_\_\_\_ Access to books, periodicals  
\_\_\_\_\_ Reference service  
\_\_\_\_\_ Inter library loan  
\_\_\_\_\_ Legal services  
\_\_\_\_\_ Educational programs (GEP, CLIP, etc.)  
\_\_\_\_\_ Special programs (film, discussion groups, etc.)  
\_\_\_\_\_ Reentry/Prerelease Services  
\_\_\_\_\_ Other (specify) \_\_\_\_\_
5. Briefly state the major problem you have encountered in  
providing service to jails.

Library Service to Jail Populations  
Pre Questionnaire  
Page two

6. Do you plan to expand your present service to the jail population? How? (Describe briefly.) ☐ Yes  
☐ No
7. If you are not now providing service to a jail, do you plan to institute this service? ☐ Yes  
☐ No  
Comments:
8. What do you hope to gain from this institute?
9. In general, the institute will cover the following topics. Will you please place a number in front of each section by order of importance to you. (1 - most important; 7 - least important)
- ☐ Gaining the support and cooperation of others (Jail personnel, inmates, program staff, etc.)
  - ☐ Determining the interest level and information needs of the jail population.
  - ☐ Planning and implementing a program of service.
  - ☐ Service options for jail service.
  - ☐ Selection of materials and formats.
  - ☐ Sources of funds and technical assistance.
  - ☐ Publicizing service to inmates, staff and the community.
10. Do you plan to share the information and materials from this institute with others? How? ☐ Yes  
☐ No

Thank you

Please return this form to Peggy O'Donnell, American Library Association,  
50 East Huron, Chicago, IL 60611.



National Institute on Library Service  
to Jail Populations

March 9-12, 1980

\_\_\_\_\_ (Last three digits of your Social Security number)

4. The length of the institute was: \_\_\_\_\_ Too long  
 \_\_\_\_\_ Just about right  
 Comments: \_\_\_\_\_ Too short

5. Please list any program topics you felt were:
- a) Unnecessary
  - b) Not covered sufficiently
  - c) Not covered at all
6. Do you feel you had sufficient time to exchange ideas with the other participants? Please Comment.
7. Did you have sufficient time to consult with the resource people?
8. What session of the institute was most useful to you? Why?
9. Institute Activities
- a) Please comment on the presentations. (Use the back of this page if you need more room.)

Speaker

Content

Delivery

b) Please comment on the small group work.

c) Please comment on the institute materials and displays.

10. If you were asked to redesign the institute, what changes would you make?

11. In the Institute Pre Questionnaire you were asked to rank the following topics in order of importance to you.

- |       |   |        |
|-------|---|--------|
| _____ | Gaining the support and cooperation of others (Jail personnel, inmates, program staff, etc.). | _____* |
| _____ | Determining the interest level and information needs of the jail population.                  | _____  |
| _____ | Planning and implementing a program of service.   | _____  |
| _____ | Service options for jail service.   | _____  |
| _____ | Selection of materials and formats.   | _____  |
| _____ | Sources of funds and technical assistance.  | _____  |
| _____ | Publicizing service to inmates, staff and the community.                                      | _____  |

Having attended the institute, would you still place them in the same order? If not, please rerank. (1 - most important; 7 - least important)

\*After each topic would you place the letter that best describes your reaction to each session: V - very useful; U - useful; S - somewhat useful; N - not useful.

12. Please comment on your overall reaction to the workshop.

## NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Huntsville, Texas

March 9-12, 1980

## Follow up Evaluation Questionnaire

## I. Institute Content

- A. The following topics were covered at the Institute. Please indicate how useful this information has been to you.

<u>Topics Covered</u>	(After two montns, I have been able to use this information):		
	<u>A great deal</u>	<u>Somewhat</u>	<u>Not at all</u>
1. Trends and issues in library service to jails	_____	_____	_____
2. Action planning for service	_____	_____	_____
3. Assessing reading and information needs	_____	_____	_____
4. Service programs:			
Re entry	_____	_____	_____
Educational	_____	_____	_____
Service to staff	_____	_____	_____
Legal	_____	_____	_____
5. Sources of funds/community support	_____	_____	_____
6. Standards	_____	_____	_____

- B. Overall, the experience at the Institute has helped me to \_\_\_\_\_:

C. Please comment on how you have used the Institute materials.

D. How have you shared the information with others:

\_\_\_\_\_ Written report

\_\_\_\_\_ At a learning session or staff meeting

\_\_\_\_\_ Other

E. Any additional comments on Institute content:

## II. Plan of Service

\_\_\_\_\_ Please check here if you had not been involved with library service to jails before the Institute.

A. Are you presently or in the future planning to provide any kind of service through the library to jails?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

B. Please comment if you feel the Institute had any impact on your ability to provide this service.

C. Please outline briefly the plan of service you developed at the Institute.

1. Comment on your progress in implementing this plan to date.

2. Describe any problems encountered.

3. Describe any unexpected benefits.

4. When do you estimate your plan of service will take effect?

Name \_\_\_\_\_

Team \_\_\_\_\_ (optional)

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Huntsville, Texas  
March 9-12, 1980

Follow up Evaluation Questionnaire

Dear Institute Participant:

You may recall that part of the evaluation of the service to jails institute was a final questionnaire to the participants. In order that your response can be part of the final report, I would appreciate if you would return this form by June 2. I realize that two months is a rather short time to assess the impact of the institute on your jail/library service but any comments on present or projected activities will be welcomed.

Thank you for your help.

Peggy O'Donnell  
Institute Evaluator

Please return by June 2, 1980 to: Peggy O'Donnell, American Library Association, 50 East Huron, Chicago, Illinois 60611.

NATIONAL INSTITUTE ON LIBRARY SERVICE TO JAIL POPULATIONS

Huntsville, Texas  
March 9-12, 1980

Follow up Evaluation Questionnaire

To: Resource People and Facilitators

Date: 5/5/80

From: Peggy O'Donnell, Institute Evaluator

Would you please take a few minutes to answer the following questions about the institute? Any comments or suggestions you have will be useful in my final report and will also be helpful to ASCLA members and staff in future replications. May I have your completed form by June 1, 1980? Thank you.

Please return to: Peggy O'Donnell, American Library Association,  
50 East Huron, Chicago, Illinois 60611.

1. What did you think the major strengths of the Institute were?
2. What did you think the major weaknesses were?
3. In retrospect, would you have handled your specific duties differently?
4. What is your overall reaction to the Institute?
5. Any further comments or suggestions:

Plan of Service

Report

You may enclose a copy of the plan you (or your team) prepared during the institute, or

You can use this short report form.

Name \_\_\_\_\_  
or  
Team \_\_\_\_\_

The service as designed is: \_\_\_\_\_ a basic/beginning service  
\_\_\_\_\_ an expansion of present service  
\_\_\_\_\_ a new service

It is based on: \_\_\_\_\_ needs assessment  
\_\_\_\_\_ interest survey  
\_\_\_\_\_ other

Please comment:

The tentative plan for service is (describe briefly):

Plan of Service  
Page 2

Outline steps necessary before service can begin:

Groups/resources to contact:

Possible date for start up:

Any further comments:

110

Thank you.

## CONTENTS

HOW TO USE THIS MANUAL	1
SECTION I: PLANNING THE WORKSHOP	4
<u>THE PLANNERS</u>	5
Workshop Coordinator	6
Sponsors	8
Planning Committee	11
Workshop Timeline	13
<u>THE PARTICIPANTS</u>	17
Selecting Participant Groups	18
Encouraging Participation by Sheriff-Librarian Teams	19
<u>WORKSHOP CONTENT</u>	21
Assessing What Practitioners Need to Learn	22
Selecting a Workshop	29
Workshop Objectives	31
Designing the Workshop	32
Resource People and Trainers	32
Workshop Evaluation	35
<u>LOGISTICS</u>	38
Workshop Length, Location(s), and Date(s)	39
Site Coordinator	41
Publicity	42
Budgeting	44
SECTION II: CONDUCTING THE WORKSHOP	47
<u>USING THE WORKSHOP DESIGNS</u>	48
Materials	49
Training Techniques	50

<u>BOOKS BEHIND BARS</u>	52
Introduction and Sample Forms	53
Workshop Design	59
Materials	67
<u>ESTABLISHING JAIL LIBRARY SERVICE</u>	73
Introduction and Sample Forms	74
Workshop Design	89
Materials	101
<u>JAIL LIBRARY SERVICE IS MORE THAN BOOKS</u>	110
Introduction	111
Workshop Ideas	115
<u>CONFERENCE ON IMPROVING JAIL LIBRARY SERVICE</u>	118
Introduction	119
Conference Design	123
FURTHER READINGS	127
APPENDIX MATERIALS	129
A. Human Resources for Jail Library Service	130
B. "The Jail Library Game"	138
C. Nonprint Materials	152
D. National Institute Participants	158
E. National Institute Trainers and Resource People	173
F. Improving Jail Library Service Project Planning Committee	177
G. Improving Jail Library Service Project Advisory Group	181